



Job Title: **Accounting Manager (Permanent)**

Job location: Hamilton

***Overview of Shalom Village:***

Shalom Village is a non-profit campus of care dedicated to the health and well-being of Hamilton area seniors. Our services include long-term care, senior living apartments, fitness programs, community wellness, and social activities. We are rooted in Jewish values but welcome individuals from all backgrounds.

***Mission, Vision, and Values:***

Vision: Honouring our Fathers and our Mothers

Mission: To provide opportunities for supportive housing, long-term care, convalescent care, adult day services, and specialized fitness facilities within the context of Jewish Values and Kashruth.

Values (AT HOME):

Acknowledge: Listen, be approachable, trustworthy, and value contributions and differences.

Together: Support each other and believe in achieving goals together.

Home: Create a comfortable, safe, and familiar environment that honors Jewish Values.

Organization: Strive for excellence, accountability, transparency, and innovation.

Memories: Share and create memories through relationships and celebrations.

Enablement: Empower and encourage each other to achieve goals.

***Complexity and Scope of the position***

The Accounting Manager is responsible for preparing month end financial statement and complex account analysis and financials for the management team including benchmarking of key components used in preparation of the various internal and external reporting. Ability to build and lead a team of other accounting staff to have a cohesive working environment with direction and motivation to achieve work goals.

***Key Activities***

Based on Shalom Village's business plan and corporate goals, and in consultation with the senior management team, the Accounting Manager will be responsible for:

- Managing and overseeing the daily operation of the accounting department, including month and end-year process, A/P, A/R, general ledger, payroll.
- Producing accurate and reliable financial data including consolidated MOH reconciliations and envelope balancing on a monthly basis for Shalom Village Long Term Care Home.
- Preparing monthly financial reports, journal entries and complex account reconciliation for all Shalom Village entities.



- Preparing schedules of amortization of capital assets; deferred contribution and unspent foundation grant on a timely basis
- Monitoring and analyzing the financial department to develop more efficient procedures and proper use of resources while maintaining a high level of accuracy.
- Preparing working paper for external audits, Ministry annual reconciliation reports and other Ministry reports for all Shalom Village entities.
- Communicating professionally and effectively with Senior Management team, peers, and departmental Managers.
- Producing benchmarking for MOH reporting related to standards requirements including care hours, dietician hours, preferred revenues, On Call Doctor fees, and occupancy percentages and other key performance indicators
- Providing financial analysis and support to senior management with regards to concerns, reporting issues and variance explanations.
- Preparing analysis, review and reconciliations for all Ministry reporting including quarterly staffing report, subsidy worksheet, MOH Annual Reconciliation Report and OHRS Management Information System report.
- Analyzing specific MOH accounts related to special one-time funding and HINF expenses based on reporting requirements.
- Assisting in budget preparations providing analysis required to support budget numbers.
- Accurately preparing OHRS MIS reporting twice a year within the set deadlines, updating based on revisions to reporting requirements, chart of accounts updates and MOH funding changes. Continually monitoring the process and identifying areas for process improvement for both LTC and Apartment entities
- Ability to work well with others, promote a positive team spirit and to provide guidance and support with Accounting / Finance process change and improvements including optimization of various compliance reporting.
- Performing special projects as required.

### **Qualifications**

#### Education:

- University degree and professional accounting designation (CA, CPA, CMA) or equivalent work experience
- 2+ year in financial management positions
- 7 years in accounting and finance roles
- Strong knowledge of GAAP and experience with interpreting and implementing complex accounting issues (required)
- Strong communication and presentation skills (required)



**Skills & Abilities:**

- Knowledge of industry specific accounting principles (preferred).
- Ability to direct and supervise
- Strong leadership skills with a dedication to driving and achieving results
- Knowledge of employee relationship building and performance management techniques
- Strong computer skills – Accounting Software, Microsoft Office (required).
- Advanced Excel Skills.
- Strong written and verbal communication skills.
- Strong organizational and time management skills.
- Self-motivated, creative, and innovative.
- Ability to Multitask and prioritize workflow.
- Flexible hours are required quarter end and year end reporting cycles, compliance filings and other ad hoc circumstances

**To Apply:**

Interested candidates should forward their resume in confidence to:

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