



Internal/External Job Posting

Regular Full-Time Non Union Position

Staff Accountant

Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

Why work for us

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home, and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve, and when you're "at the office", you won't feel like you're "at the office." Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

Overview of the opportunity

This position reports to the Financial Controller and is responsible for performing accounts receivable, accounts payable and office services tasks. This position will record accounting transactions applicable to an organization that operates a highly diverse set of programs. Duties will include maintaining, analyzing, updating and reconciling financial information with a high degree of accuracy and in accordance with established deadlines.

The successful candidate will be highly organized, efficient and proficient at prioritizing competing deadlines. The candidate will demonstrate problem-solving skills and exercise professional judgement. This position would be well suited to an individual who enjoys working with a team and is enthusiastic about continuous learning.

What you'll do:

- Process Accounts Receivable, Accounts Payable, POS (point of sale) transactions and direct deposits via Electronic Funds Transfer and/or automatic withdrawals from GRCA bank accounts.
- Process daily receipts related to Conservation Area Operations.
- Maintain and administer petty cash and reconcile the head office petty cash fund, as assigned.
- Assist in maintaining the moveable assets database.
- Process and prepare bank deposits.
- Assist with bank reconciliations.
- Maintain accounting files including records retention/destruction duties and perform regular filing.
- Participate in providing occasional back-up relief for reception.
- Assist Financial Controller, Senior Accountants, and/or Manager of Finance with finance matters and perform other administrative duties as assigned.

Education

- Diploma in Accounting with a minimum of 2 years of relevant accounting experience; working towards CPA designation is considered an asset.

Experience

- Diploma in Accounting with a minimum of 2 years of relevant accounting experience; working towards CPA designation is considered an asset.
- Knowledge of Public Sector Accounting Standards with a strong understanding of accounting principles is valuable.
- Advanced knowledge in Microsoft Office Suite and Office 365 applications (Word, Excel, Outlook, SharePoint, Teams), with advanced expertise in Excel.
- Experience with Microsoft Dynamics GP ERP software and SmartConnect integration software is considered an asset.
- Ability to adapt to changing technology and to recognize opportunities for automation, digitization and process improvement.
- Strong analytical and organizational skills with strict attention to detail are necessary, with an ability to prioritize tasks.
- Demonstrated written and verbal communication and interpersonal skills, including a professional demeanor and a positive attitude.
- Ability to work independently as well as part of a team.

Competencies and Abilities

Professional Judgement: Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and ownership of the outcome. Sound judgement resulting in fair, efficient and effective decision-making, bringing clarity and resolution to ambiguous situations, and discretion in dealing with confidential information.

Integrity/Ethics: The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Ability to exercise good judgment, maintain integrity and respect confidentiality at all times.

Goal/Action Oriented: The ability to work in a team or independently with limited supervision and maintain a high level of self-direction, work productivity, quality, and professionalism.

Effective problem solving and collaboration skills. Understands data and can analyze, interpret and deliver results in a clear and concise manner. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. The ability to work under pressure and handle multiple tasks simultaneously with changing priorities.

Team Work: Interacts with people effectively. Able and willing to share and receive information. Proven ability to communicate information clearly and professionally to both internal and external groups. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions or taking action. Demonstrated ability to collaborate and communicate effectively with peers, vendors, customers, and staff.

Customer Focus: Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with stakeholders. Must possess strong customer service skills and the ability to respond to inquiries with knowledge, tact and enthusiasm.

Compensation and Benefits

- Salary Range \$50,911 to \$61,941 working 35 hours per week
- Job stability and security
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

Approximate Start Date: April 2025

To Apply: Please send a resume, cover letter and resume to careers@grandriver.ca in MS Word or PDF format and quote "Staff Accountant" in the subject line.

Deadline for Applications: 4:00pm Wednesday March 19, 2025

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.