

Kayla's Children Centre (KCC) is a school, therapy clinic, and recreational centre for children with disabilities, behavioural challenges, and complex medical needs. The centre supports children ages 6 weeks to 21 years who have a wide range of disabilities and provides a variety of specialized programs that enable them to flourish academically, socially, and emotionally. KCC also offers personalized supports and respite for families.

KCC's programs include a licensed day care and specialized school; on-site therapy centre; after-school and weekend respite; adapted sports; life skills programs for teens; a state-of-the-art hydrotherapy centre; and day and overnight camps.

For more information about our centre, please visit: <https://kaylaschildrencentre.org/>

Role: Accounting Manager

The right candidate will have an organized and efficient work ethic and enjoy working as part of a goal-oriented and cohesive team in support of KCC's mission. We value individuals possessing a growth mindset. If you are interested in utilizing your skills in a truly rewarding and meaningful capacity, then this might be the place for you.

Key Responsibilities:

- **Accounting Operations:**
 - Ensure timely and accurate processing of financial transactions and reconciliations.
 - Manage month-end and year-end closing processes, ensuring completeness and accuracy of financial data.
- **Financial Reporting & Analysis:**
 - Ensure timeliness and accuracy of financial reporting and analysis.
 - Oversee month-end and year-end closing processes including reconciling accounts, journal entries, preparation of financial statements and management reports.
 - Supporting various audits and compliance with government funding.
 - Assist in budget preparation, forecasting, and variance analysis.
 - Prepares in-depth expense reports and analysis to support cost analysis.
- **Internal Controls & Compliance:**
 - Implement and maintain internal controls to safeguard the organization's assets and ensure accurate financial reporting.
 - Ensure compliance with accounting standards, regulatory requirements, and organizational policies.
- **Process Improvement:**
 - Identify opportunities to improve accounting processes and systems for greater efficiency and accuracy.
 - Collaborate with other team members to implement best practices in accounting and financial management.
 - Support the integration of new financial systems or software as needed.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field
- 3+ years of progressive experience in accounting
- Strong knowledge of GAAP and financial reporting requirements.
- Proficiency in accounting software and Microsoft Office, particularly Excel.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving abilities.
- Excellent communication and interpersonal skills, with the ability to work collaboratively across departments.

At Kayla's Children Centre, we offer a meaningful and rewarding work environment where you can make a difference in the lives of children and their families. We provide a competitive salary, comprehensive health and retirement benefits, and opportunities for professional growth and development.