



## Job Posting

<b>Title</b>	Senior Accounting Analyst
<b>Reports To</b>	Director of Finance and Administration
<b># of Vacancies</b>	1
<b>Application Deadline</b>	January 31, 2026

Reporting directly to the Director of Finance and Administration, you'll play a key role in ensuring financial accuracy, compliance, and operational efficiency. Beyond core accounting responsibilities, you'll contribute to budgeting, forecasting, and process improvements that drive impact across the Canadian Paediatric Society and its foundation, Healthy Generations.

This is more than a job—it's an opportunity to grow. We're committed to your professional development, offering a clear path to take on greater responsibilities within the next few years. If you're eager to broaden your skillset and make a meaningful difference, we'd love to hear from you.

## Responsibilities

### Accounting

- Take ownership of daily financial transactions and ensure accurate journal entries.
- Manage the full revenue cycle by posting invoices, monitoring receivables, and accurately recording revenue across a diverse mix of programs and e-commerce streams.
- Manage bank accounts with precision—verify cash transactions and deliver timely reconciliations.
- Lead the month-end close process, preparing detailed reconciliations and posting key entries for prepaid expenses, investments, capital assets, and more.
- Stay ahead of compliance by reconciling and filing HST and Revenu Quebec returns on schedule.
- Be the go-to resource during audits—prepare supporting documentation and collaborate with external auditors.
- Champion best practices by ensuring adherence to internal policies, Canadian Accounting Standards for Not-for-Profit Organizations, and contract requirements.
- Drive continuous improvement by contributing to policy, process, and system enhancements within a dynamic Finance team.

### Analysis and Reporting

- Partner with budget holders to build annual budgets, monitor variances, and update forecasts.
- Assess project and program performance by analyzing progress, costs, and revenue, offering strategic insights that guide organizational planning and decision-making.
- Collaborate with departments to conduct quarterly variance analysis and deliver clear, insightful budget-to-actual reports.
- Prepare annual and ad hoc financial reports to meet government contract requirements.
- Make an impact by contributing to special projects and strategic initiatives that shape the CPS' future.

## Qualifications

### Essential Qualifications

- A university degree or postgraduate qualification in accounting
- Chartered Professional Accountant (CPA) designation completed or in progress
- 3+ years of experience in accounting or audit
- Exceptional collaboration and communication skills
- Strong organizational and analytical abilities
- Advanced Excel skills and a willingness to embrace new technologies

### Preferred Qualifications

- Experience and a passion for working in the non-profit sector
- Experience using QuickBooks Online
- Knowledge of financial reporting for government contracts

## Compensation

- Competitive starting salary: **\$60,000 – \$70,000**
- **3 weeks' vacation** plus **extra time off** during the December holidays office closure
- A **defined benefit pension plan** for long-term security
- Comprehensive **health benefits**
- Excellent **work-life balance** with a **37.5-hour** work week
- Flexibility to **work from home up to 2 days/week** after your probation period

### Ready to apply?

Send your cover letter and resume by **January 31, 2026** to Liz Nye, Director of Finance and Administration at [lizn@cps.ca](mailto:lizn@cps.ca). We can't wait to hear from you!