



Ontario Soil and Crop Improvement Association

367 Woodlawn Road West, Guelph, Ontario N1H 7K9
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www.ontariosoilcrop.org

Senior Financial Officer

Contract Position – 2-year term June 2023 – June 2025

Ontario Soil and Crop Improvement Association (OSCIA) has established itself as a leader in agricultural stewardship program delivery for more than 35 years, working with governments and farmers to support environmental stewardship activities through education-based programs and cost-share funding opportunities. We are a not-for-profit farm organization whose mission is to facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices. Our membership has a significant presence in all agricultural areas of the province and across all major sectors.

The Senior Financial Officer is a member of the Finance team and reports directly to the Chief Financial Officer. The position will work closely with the Chief Financial Officer to satisfy the reporting requirements of our funding partners, board of directors and members.

Responsibilities:

- Assist with the development of the data management system. Prepare and process producer payments for program assistance funding; reconcile and distribute AGR1 tax forms.
- Develop/maintain program budget tracking spreadsheets and monitor to ensure funding is allocated as outlined in the funding agreement.
- Ensure credibility of financial reports by providing timely and accurate analysis of program budgets to CFO, Program Managers, and funding agents.
- Lead role in the supervision and verification of Accounts Payable and/or Payroll processing and associated tax reporting.
- Perform monthly reconciliation of accounts, sub ledgers and related system generated transactions.
- Prepare bi-annual HST rebate returns.
- Provide support for internal and external audits.
- Assist with the preparation of financial reports and present them to the board and/or funding agents.
- Cross train on other financial duties to provide a backup resource when required.
- Work cooperatively and collaborate with the Chief Financial Officer, Executive Director, Program Managers and Program Partners.
- Other duties as assigned.

Qualifications/Experience:

- Bachelor's degree/College Diploma in Accounting or Business Administration with a minimum of 5 years recent work experience in financial accounting. Not-for-profit experience would be an asset.
- General knowledge of Generally Accepted Accounting Principles (GAAP); Employment experience demonstrating increased responsibilities in financial accounting under complex program contract arrangements.
- Excellent interpersonal, planning, problem solving and organizational skills with the ability to meet deadlines with minimal supervision in a team environment.
- Detail oriented with strong analytical skills as well as written and verbal communication abilities. Perform a high volume of numerical work with speed and accuracy.
- Proficient in a range of software packages, to include but not limited to Sage Accounting and Microsoft Office Suite. Advanced level Excel would be an asset to the position.
- Previous supervisory experience would be an asset.
- Valid driver's license for occasional travel.

Location of Work:

1-367 Woodlawn West, Guelph, Ontario (2 days/week), Remote work (3 days/week).

TIP: Combine your cover letter and resume into ONE document and submit to careers@ontariosoilcrop.org by May 4, 2023.

Ontario Soil and Crop Improvement Association offers a competitive compensation package, excellent benefits, and strongly believes in work life balance. We are an equal-opportunity employer committed to employing a diverse workforce.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's Human Rights Code.