

## **MEMBERSHIP FEES ACCOUNTANT** **Finance Department**

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Membership Fees Accountant IV.

Accountable to the Manager of Finance and Audit and the Chief Financial Officer, the Membership and Fees Accountant IV co-ordinates and manages a centralized membership records function which processes and maintains all teacher member records concerning membership status and fee rates; which distributes membership information regarding records and fees; which processes all membership applications and renewals; which maintains control over records by ensuring that Association policy and membership prerequisites are observed through the supervision and participation in the work of a small group. Assists in the co-ordination of cross-departmental and organizational application of member data.

### **Required Skills:**

- More than five years' accumulated experience working with organizational or financial records with the Association or a similar institution, or in related work including extensive experience with data base management and administration;
- Demonstrated analytical skills including the ability to break down problems and navigate through them when data and operational rules are ambiguous;
- Demonstrated ability to organize the annual workflows of the membership and fee work function;
- Ability to prepare financial forecasts, reports and analysis;
- Well developed and current computer skills in the full Microsoft Office Suite, including Word 6.0, Excel, and Access with accurate keyboarding skills, working knowledge of IMIS database systems; and
- Excellent organizational, communication and interpersonal skills, with professional telephone manner.

### **Required Education/Experience:**

- Extensive training in database management and/or completion of a University/College program in information technology.
- Completion of a professional accounting designation CPA, CMA, or CGA.

### **Responsibilities Include:**

- coordinating the compilation and maintenance of all categories of membership applications to ensure that Association policies are followed, forms and procedures are effective and all inquiries are answered and applications processed promptly;
- liaise with school board, unit offices, Association staff and individual members to extract, compile and ensure the accuracy of membership information;
- calculate membership fee revenue, membership counts, projected membership counts and prepares detailed fee revenue statements, related reports and analysis as well as direct the preparing of monthly journal entries related to fee;
- research, evaluate and recommend changes in the member record systems and procedures, and assists in their design and implementation;
- co-ordinate the storage, security, retrieval, updating and disposal of all records; periodically inventories and audits active and inactive records;

- review and revise, for recommendation, the OECTA Administrative Guide to Membership and Fees and various forms used by school boards to supply information for Association requirements to ensure compliance with Association policies and procedures, provincial statutes unit collective agreements, grievance settlements, etc.;
- act as coordinator to arrange for major lists and labels in either electronic or print form for publications and materials and ensures that the Administration Department is advised of any changes;
- manage and co-ordinate the content of the web pages related to Membership;
- initiate changes in methods and procedures to ensure maximum efficiency of the Member Records and Fees functions; and
- Plans, organizes, allocates, assigns, trains, determines priorities and participates in the work of staff who compile, maintain and perform a variety of tasks related to the maintenance and upkeep of membership records.

The individual must be able to work independently and with confidential information as well as perform other duties as assigned by the Manager of Executive Administration and Human Resources or designate.

This is a Senior Support Staff position under the COPE collective agreement. Starting salary begins at approximately \$82,057 and increases with each year of experience to a maximum of approximately \$88,568 after 18 months. Staff who have successfully completed a CPA designation are eligible for an additional \$4,000 stipend. Support Staff are enrolled in the Ontario Municipal Employees' Retirement System (OMERS) defined benefits pension plan, and employer paid health, dental, and life insurance, where eligible.

The successful candidates should be prepared to become involved in additional professional growth programs in consultation with the Chief Financial Officer.

#### **APPLICATION PROCESS**

Applications will be reviewed as they are received, and candidates are encouraged to apply early.

Qualified candidates are required to submit a résumé electronically to the attention of Cindy Robidoux, Manager of Human Resources, via email to [hr@catholicteachers.ca](mailto:hr@catholicteachers.ca)

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.