



Ontario Soil and Crop Improvement Association

367 Woodlawn Road West, Guelph, Ontario N1H 7K9
Toll: 1-800-265-9751 Tel: 1-519-826-4214
www.ontariosoilcrop.org

Financial Officer

Contract Position – 18-month term January 2024 – June 2025 (with possible extension)

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

Responsibilities:

- Prepare and process accounts payable, biweekly payroll, honourariums and monthly director per diem payments.
- Prepare and process producer payments for program assistance funding; reconcile and distribute AGR1 tax forms.
- Maintain and coordinate group benefit plan.
- Coordinate and maintain appointed records for employees including vacation and sick day allocations and annual Health Spending Account/Tax Free Savings Account contributions.
- Assist the CFO, Senior Financial Officer(s) and Executive Director with payroll related reports. Assist with general ledger account details as requested.
- Process monthly administration billing for various programs.
- Responsible for annual reconciliations of T4s, T2200s, WSIB, EHT and bi-monthly Receiver General.
- Upload electronic bank payments and prepare accounts payable cheques for signature and distribution.
- Coordinate the collection of receipts for corporate visa purchases and allocate expenditures.
- Identifying accounts payable accruals for year-end reporting and assist auditors with AP related inquiries.
- Prepare, tabulate and process monthly mileage reimbursement reports for specific programming partners.
- Prepare bi-annual HST rebate returns.
- Process weekly EFT grant payments.
- Provide AP and payroll documentation for annual internal audits. External audit support as requested.
- Ensure accuracy and be responsible for the entry of EFT information into our internal

database (producer claim database).

- Maintain confidential files and records, ensuring an efficient flow of files, records, correspondence, and mailings.
- Cross train on other financial duties to provide a backup resource when required.
- Other duties as assigned.

Qualifications/Experience:

- Bachelor's degree/College Diploma in Accounting with a minimum of 2 years recent work experience in financial accounting. Not-for-profit experience would be an asset.
- General knowledge of Generally Accepted Accounting Principles (GAAP).
- 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.
- 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 January 26, 2024.

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.