



Canadian Research
Knowledge Network

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Senior Accountant

Summary

Reporting to the Director of Finance and Administration, the Senior Accountant is responsible for accounting for CRKN's content licensing program, including foreign exchange and settlement activities for approximately \$140M annually on behalf of CRKN members.

The Senior Accountant also supports CRKN's routine and systematic payables and expense processing, banking, and payroll functions, including bi-weekly EFT, tax payments, and license settlement approvals. The Senior Accountant leads financial processing, audit preparation, and membership invoicing. The Senior Accountant assists the Director of Finance and Administration and Executive Assistant with respect to human resources and payroll administration, as required.

Working as a member of the administrative team, the Senior Accountant also undertakes reporting and analysis functions related to the financial administration of the licensing and heritage programs, recommends additional value-added services to the membership, and presents to and participates in the meetings of the Finance & Audit Committee.

Duties and Responsibilities

License Accounting & Reporting (30%)

- Develop and improve CRKN's practices for accounting for and substantiating member commitments and licensing activities, including accounting for deferred revenue and prepaid license amounts monthly.
- Working with the licensing team, prepare and maintain multi-year invoicing and reporting plans, provide pricing scenarios and other financial modeling to support successful negotiations.
- Develop and maintain CRKN's financial planning systems and processes with respect to its licensing activities, including the treasury function, to ensure that CRKN maintains sufficient cash-flow to support its ongoing operation.
- Invoice the CRKN membership for membership and HCAP fees, as well as the membership and stakeholder communities supporting collective initiatives (e.g. DataCite Canada, ORCID-CA) as required.
- Develop and maintain effective business relationships with banking and foreign exchange providers, and with suppliers of administrative tools and systems.
- Document CRKN's licensing activities for compliance purposes, including supporting the annual audit of CRKN's licensing operations.
- Extend and maintain CRKN's practices with respect to foreign exchange, including CRKN's FX services.
- Maintain invoicing schedule summary spreadsheet.

Accounting and Financial Processing (30%)

- Support the Director of Finance and Administration by participating in the annual budget development and reporting process.
- Prepare monthly and quarterly financial statements comparing actual results to budget on a consolidated and departmental basis as required and update and maintain budget projections to year end.
- Administer and manage the accounts payable function from invoice receipt through account coding to statement reconciliation, including expense and credit card processing.
- Assist the Manager, Digitization Services with the timely billing of external contract services including expense recovery.
- Prepare and make bank deposits as required and reconcile CRKN bank accounts daily; investigate and address any discrepancies.

- Coordinate and process biweekly EFT runs and tax and bill payments, as required.
- Develop, maintain and extend financial schedules to support orderly month-end and year-end processing.
- Support the audit process for CRKN, including serving as primary point of contact for audit requests.
- Continuously propose improvement and efficiencies in processing, including electronic processing.

Financial Services and Metrics (10%)

- Extend and maintain financial and non-financial metrics for CRKN's programs to demonstrate value and provide additional financial tools to the CRKN membership.
- Develop and support programs to add additional services to support budget development at member universities.
- Ensure and demonstrate that CRKN's programs meets best practices for university administration, public procurement, transparency and value.
- Contribute to the annual Management Discussion & Analysis document.
- Oversee the inventory, tracking, amortization and disposition of CRKN's capital assets and leased IT equipment; actively participate in the timely renewal of CRKN's leased IT workstation infrastructure.

Governance (10%)

- Participate actively in the Finance & Audit Committee and other committees and task groups as needed, including preparation of formal committee meeting agendas and supporting documentation.
- Provide advice and support to the Finance & Audit Committee including providing an orientation for new committee members with respect to its mandate and the operations of the organization.

Special projects (5%)

- Other projects as required by the organization.

In a small team environment, every individual is expected to work towards overall CRKN goals and at times a team effort is required that may involve taking on tasks outside the normal or expected scope of their role. Other duties may be assigned as required.

Qualifications:

The ideal candidate will have expertise and experience in accounting and accounting applications, with foreign exchange and international settlement, and exceptional communications and organization skills. Other qualifications and experience include:

- Degree in business (or related) and ideally, accredited financial certification (or working towards accreditation).
- Knowledge and experience with Canadian accounting standards for not-for-profits or private enterprises including all provincial commodity taxes.
- Ability to work within, learn, and maintain existing financial frameworks and experience updating systems and processes to meet shifting organizational needs.
- Demonstrated problem solving skills, and experience in data manipulation and analysis.
- Exceptional Microsoft Excel skills (and MS Office/Office365 skills) are critical, as are demonstrated abilities to innovate solutions and find efficiencies.
- Confident, clear and articulate communication skills with strong writing and presentation skills.
- Demonstrated ability to adapt to changing environments and meet competing deadlines, prioritizing tasks with discretion, tact and good judgement.
- High level of initiative.
- Demonstrated ability to recognize and anticipate what needs to be done.
- An interest in the higher education or gallery, library, museum, archives (GLAM) sector, and an understanding of the trends, issues and challenges facing academic libraries.
- Familiarity with ERP tools (Sage 50, Certify.com) currently used by CRKN would be an asset. Accounting system implementation and knowledge of Quickbooks is desirable.

- Proficiency in both English and French, written and spoken is highly desirable.
- Ability to obtain Government of Canada reliability status.

Responsibility:

An individual in this position:

- Reports to the Director of Finance and Administration
- Operates with broad discretion and minimal supervision
- Is responsible for the accurate administration, settlement and tracking of CRKN's programs
- Is responsible for the routine administration of CRKN's payables, receivables and general ledger.
- Contributes to cross-functional teams
- Builds external relationships (e.g. with CRKN members, auditors, bankers)

Salary scale

This position falls within the Professional 1 category with a salary range of \$63,500 - \$76,000.

Term

Full-time, Permanent

Location

The CRKN office is located in Ottawa, Ontario, however, the team works primarily in a virtual environment. For this role, due to the banking requirements and other accounting tasks, applicants based in Ottawa will be prioritized.

To Apply

Please send a letter of application and resume via email to:

Canadian Research Knowledge Network
Attn: Azard Kallan, Director of Finance and Administration
Email: hr@crkn-rcdr.ca

Please reference Senior Accountant in the email subject.

Closing date: May 27, 2022

We thank all applicants for their interest in CRKN, however only those candidates selected for an interview will be contacted.

CRKN is an equal opportunity employer, with policies and practices intended to build an inclusive and accessible work environment. If you require accommodation during the recruitment process, please include in your cover letter when applying for the position and all efforts to provide the appropriate accommodation will be put into place.