



8 80 Cities
364-401 Richmond St W
Toronto, Ontario
Canada M5V 3A8

(416) 591 7404
880cities.org
@880citiesorg

8 80 Cities is hiring an Accountant!

Location: COVID-19 has rendered this position remote however we are looking for a candidate based in the GTA. When it is safe, we will be returning to 364-401 Richmond Street West, Toronto).

Application Deadline: Sunday, May 23rd by 11:59 pm

Start Date: First week of June (negotiable)

Salary: Starting at \$38,000 annual for 25-30 hours per week. Negotiable based on experience.

Reports to: Executive Director

Term: Full time

We are looking for an experienced and enthusiastic Accountant to support our various projects and initiatives. The Accountant will be responsible for internal and external financial reporting, management reporting, maintaining the general ledger and completing timely reconciliation between the various source systems. The Accountant will be critical in the timely and accurate processing of month-end accrual entries needed in preparation of financial report.

ABOUT US 8 80 Cities is a non-profit organization based in Toronto, Ontario. Our mission is to improve the quality of life for people in cities no matter their age, ability, ethnicity, or socioeconomic status. We bring citizens together to enhance parks, mobility, and public space so that together we can create more vibrant, healthy, and equitable communities.

We believe that if everything we do in our cities is great for an 8-year-old and great for an 80-year-old, then it will be great for all people.

To learn more about our organization and the work that we do please visit www.880cities.org

8 80 Cities is an equal opportunity employer. In our offices and in all the work we do, we celebrate diversity, promote equity, and are committed to creating an inclusive environment for all employees. We are striving for a staff team that is representative of the communities where we work and encourage applications from BIPOC applicants and individuals with lived experiences that are currently underrepresented in the placemaking sector.



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JOB DESCRIPTION: The Accountant works closely with the Executive Director to manage the financial records and systems of the organization. The Accountant prepares, computes, maintains, and analyzes all accounting data, to provide quantitative information on performance, financial position, solvency, liquidity and cash flows of the organization.

Reports to: Executive Director

You are the Ideal Candidate if you have:

Skills & Qualifications:

- Post-secondary degree or diploma in accounting or business administration, or equivalent in work experience.
- Highly knowledgeable of bookkeeping and accounting principles. The candidate can be working towards their CPA or have equivalent work experience.
- Excellent collaboration and communication skills – both oral and written.
- Experienced and highly proficient in accounting software programs including QuickBooks.
- Experience preparing and calculating Payroll (knowledge using Ceridian payroll services considered an asset)
- Knowledge of GST and HST rules
- Keen attention to detail and confidentiality.
- Experienced working in the Non-for-Profit sector considered an asset
- Proven productivity and collaboration computer skills including Office 365 – Word, Excel (advanced including macros, V-Lookups, Pivot Tables, etc.), Power Point, Outlook, SharePoint & Teams.
- Inspired by and committed to the 8 80 Cities vision and values of the community, diversity, collaboration, innovation, and impact.

Key Accountabilities

- Manage all accounting operations based on accounting principles.
- Prepare budget and financial forecasts.
- Prepare cash flow reports.
- Collect, analyze and summarize account information.
- Prepare and monitor monthly account reconciliations. Conduct month-end and year-end closing process.
- Calculate variances from the budget and report significant issues to management.
- Prepare quarterly financial reports and financial statements for management in a timely manner.



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- Maintain accounts payable and accounts receivable. Prepare invoices and maintain records of all accounts.
- Prepare cheques for reimbursements and expenses.
- Process payroll in a timely manner.
- Monitor the organization's annual budget with the Executive Director and maintain financial records for grants and projects in collaboration with project managers.
- Compute taxes and prepare tax returns, balance sheet, profit/loss statements.
- Coordinate reports and answer inquiries for the external annual financial audit.
- Keep information confidential and secure.
- Keep up with financial policies, regulation, and legislation.
- Be a team player and help maintain a dynamic, healthy, inclusive, collaborative, and safe workplace.