



SHAPING GREAT COMMUNITIES

Posting Date: October 30, 2023

Application Deadline: November 17, 2023

Location: Kitchener Office

Role: Accounting Manager – General Accounting

Are you a dynamic and results-driven financial leader ready to take your career to the next level? We are on the lookout for an exceptional Accounting Manager to join our team at GSP Group. If you thrive in the world of numbers, and have a knack for steering financial success, then this is the opportunity for you!

Who are we looking for:

We are currently seeking a seasoned Accounting Manager with at least 10 years of experience to join our team. The Accounting Manager will play a crucial role in ensuring the accuracy, integrity, and efficiency of our financial operations.

GSP Group is an employee-owned company that has been providing land use planning, urban design and landscape architecture services for over 28 years. We provide our services to both the private and public sectors on a wide range of multi-disciplinary projects across southern Ontario, demonstrating our passion for *shaping great communities*.

What we offer:

We have a dynamic team of energetic and passionate professionals who are committed to working together to create great places, and doing so in a collegial, engaging, and fun environment. We believe that every project we are a part of provides new opportunities and experiences to draw upon. We utilize this belief to promote the professional development and mentorship of staff to benefit both our overall team and our clients. We offer:

- competitive salaries, benefits and profit sharing;
- social events and work-life balance through our Social, Health & Wellness, and Sustainability Committees (Green Team);
- summer hours (half-day Fridays) from Victoria Day through to Labour Day;
- hybrid work model: work at least 2 days a week from our Kitchener office;
- renovated open-studio office located in Kitchener's Innovation District.

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria St. S., Suite 201, Kitchener, ON, N2G 4Y9
162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9
gspgroup.ca

Responsibilities associated with this position:

The Accounting Manager will oversee the day-to-day accounting functions and contribute to the growth and success of GSP Group. Key responsibilities will include:

- All accounting functions, including GL, AP, AR, account reconciliations,
- Manage cash resources, banking systems,
- Lead collection efforts on aging accounts,
- Manage Accounting and Administrative staff and direct the provision of excellent administrative and HR support to all employees,
- Participate on Management Committee and keep meeting minutes,
- Prepare monthly, quarterly, and annual financial statements, support Corporate Accountants in year-end review,
- Liaise/coordinate with Corporate Accountants/Financial Advisors, Bank, Insurance, and Group Benefits providers, CRA, and accounting software and payroll services providers,
- Payroll, WSIB, Group Insurance, coordinate with HR consultant, issue T4s,
- Maintain Provincial/Federal requirements (HST, EHT, Corporate Tax),
- Lead the annual corporate budgeting process,
- Assist with tracking and reporting of financial position and progress, cashflow, forecasting and cost controls and other business planning and financial matters,
- Work with other Managers and Executive Committee to recruit new staff,
- Manage new employee welcome, orientation and on-boarding, and employee off-boarding,
- Support employee performance review processes and assist with preparing and finalizing employee evaluation forms,
- Administrative responsibilities associated with implementation of corporate shareholder agreement (e.g., issuance of dividends, administration of shareholder loans, issuance of T5s),
- Maintain employee personnel files including date of hire, years of service and vacation entitlement and prepare materials for staff/management/executive upon request (e.g., Letter of Employment, Record of Employment),
- Staff training and support on accounting/time-tracking software, invoicing, AR and collections processes and GSP Group's project management protocols,
- Support IT in managing software licenses, digital archiving, and hardware inventory,
- Renew, track, and maintain all corporate licenses, professional licenses, and registrations,
- Administer staff profit-sharing program,

- Responsible for overall management of timesheets/WIP; track time-off-in-lieu for all staff.

Qualifications required for this position:

Candidates applying for this position with GSP Group should have the following qualifications:

- Bachelor's degree or equivalent in accounting or finance but prefer candidates with advanced credentials such as a chartered professional accountant (CPA) designation,
- 10 years of experience, preferably in a professional/consulting office environment,
- Demonstrate effective time management, communication and organizational skills, attention to detail and support a positive and productive team environment and culture,
- Experience and proficiency with accounting software including Ajera (Deltek) or other ERP system, and Microsoft Office software.

Qualified applicants are invited to send a cover letter and resume in confidence to gsp@gspgroup.ca, or to GSP Group Inc., 201-72 Victoria Street South, Kitchener, ON N2G 4Y9. We would like to hear from you as soon as possible and no later than Friday, November 17, 2023.

We thank all those who submit applications; however, only those candidates selected for an interview will be contacted.