



Senior Accountant

The Council of Ontario Universities (COU) invites applications for the position of Senior Accountant. COU is committed to equity, diversity, and inclusion and will work actively to ensure equal opportunity to all applicants.

Representing the collective interests of Ontario's publicly-assisted universities, the Council of Ontario Universities (COU www.cou.ca) promotes higher education in Ontario through analysis and policy development, advocacy and communications.

Reporting to the Senior Finance Manager, the Senior Accountant is responsible for financial reporting and the completion of month-end accounting closures for payroll, accounts receivable/payable, and the general ledger. This position is also responsible for the coordination and monitoring of the quarterly forecast and annual budget process including calculations, analysis of submissions, generation of variance reports and the preparation of consolidated summary reports. This position will also assist the Finance Department with special reports and projects as required.

COU invites applications from experienced professionals with backgrounds in the public, private and not-for-profit sectors. We offer a competitive total compensation package and a close-knit and collaborative work environment in the heart of downtown Toronto's Discovery District. The hiring salary range for this position is \$71,803/year to \$85,206/year (remuneration commensurate to relevant skills and experience) plus a comprehensive benefits package.

Key Responsibilities:

- Prepare and distribute monthly financial statements for all departments and funds
- Prepare quarterly forecast reports, variance reports, analysis of variances and prepare forecast package
- Coordinate, consolidate and monitor budget submissions, prepare summary budget reports and also help prepare multiyear budget reports for the General Operations fund
- Prepare and process month-end procedures for AR, AP, GL and payroll, and preparing adjustment entries
- Prepare monthly balance sheet accounts reconciliation and monthly reports for the Chief Administrative Officer
- Prepare and process year-end procedures; manage and prepare all the financial statements and notes to financial statements, and respond to all audit inquiries regarding GL and financial statements
- Set up all accounting codes, ensure G/L structure to align with financial model, monthly update the Chart of Accounts and Authority to Approve documents
- Review AP invoice batch and AR receipt batch
- Prepare and submit GST/HST remittances, the annual charity information return, property tax rebate and various financial reports to government
- Complete bank reconciliation on a weekly basis
- Prepare weekly cash flow forecasts to determine cash flow needs and make recommendations to Senior Finance Manager on short-term investment options
- Provide backup coverage for the payroll function and the Senior Finance Manager when required
- Assist the Senior Finance Manager with day-to-day accounting functions, internal process reviews and controls, special projects and other duties as required.

Education and Experience:

- Bachelor's degree in accounting or finance

- Professional accounting designation CPA, CGA, CMA preferred, or in progress within the final stages of completion
- Minimum 5 years accounting/finance experience, including AR, AP, GL, payroll, budgets, forecasting, financial reporting and audit processes

Skills:

- Advanced knowledge and experience using Excel; proficiency using Sage 300 (Accpac) preferred
- Strong financial and accounting knowledge and payroll knowledge as well as HST regulations
- Strong knowledge and experience working in a not-for-profit or charitable sector preferred
- Strong analytical skills and ability to meet strict deadlines
- Works well within a team and independently
- Excellent communication skills, both written and verbal
- Ability to provide excellent customer service and able to deliver quick turnaround times when required
- Strong problem-solving and time management skills

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to CSrecruit@cou.ca.

Application Deadline: 5:00pm EST June 23, 2026.

Role Status: This position is open due to an existing role becoming vacant.

Information regarding COU is available at www.cou.ca.

COU is an Equity-Focused and Equal Opportunity employer, committed to equity, diversity and inclusion (EDI) as part of its core values. EDI is a vital component of COU's strategic priority to achieve organizational excellence. COU will foster a culture of equity, diversity and inclusion by enhancing and developing programs, policies, and training that supports and educates our employees. We recognize and appreciate the transformative power of diversity in the workplace. We encourage applications from individuals who identify as members of equity-deserving communities.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.

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

Land Acknowledgement

The land on which the Council of Ontario Universities (COU) operates in the traditional territory of the Huron-Wendat, Anishnabek Nation and Haudenosaunee, and the treaty land of the Mississaugas of the Credit.

The territory is the subject of the Dish with One Spoon Wampum Belt Covenant, an agreement between the Haudenosaunee Confederacy and the Anishinabek and allied nations to peaceably share and care for the resources around the Great Lakes. Today, this meeting place is still the home to many First Nations, Inuit, and Métis people from across Turtle Island and we are grateful to have the opportunity to work on this land.

COU recognizes the historical and ongoing contributions of Indigenous peoples to our society, the historical and continuing injustices that Indigenous peoples endure, and the need for truth and reconciliation. COU is committed to forging a sustainable relationship with Indigenous partners based on principles of mutual trust, respect, reciprocity, and inclusion, towards making historic and significant progress in advancing the process of reconciliation in our communities, in our province, and across Canada.