



Position Title:	Assistant Finance Officer
Contract Term:	12 months
Status:	Full time, fixed-term contract
Location:	Ottawa, Ontario
Reports to:	Corporate Finance Manager

GENERAL DESCRIPTION

The Assistant Finance Officer is responsible for accounting duties, which includes processing and reconciling a wide variety of accounting documents and financial administration of international development projects.

QUALIFICATIONS

Minimum five (5) years in a finance and accounting position in a **Non-Profit organization**;
Minimum three (3) years experience in **Project Accounting**, including Contribution Agreement knowledge, is required;
International Development experience is an asset;
Bachelor's degree in a relevant field with specialization in Accounting;
Enrolment in CPA designation program is considered an asset.

COMPETENCIES

Adaptability, Accuracy, Attention to Detail, Communication, Interpersonal Skills, Planning and organizing, Problem solving, Teamwork.

RESPONSIBILITIES

Project Accounting

Verifies payment requests (travel advances to staff, consultants and volunteers; project advances to partners) for accuracy and correctness of transfer information;
Tracks advances provided to partners, staff, consultants, volunteers and partner. Ensures that outstanding advances are cleared before new advances are issued;
Reviews staff, consultant and volunteer expense claims for authorization & accuracy. Verifies coding and compliance with funder agreements;
Ensures that claim is confirmed by appropriate supporting documentation;
Receives and reviews financial reports from CDF's overseas offices and partners;
Verifies the general ledger, reconciliations (project bank accounts, advances), other relevant reports, calculation of foreign exchange rate and coding to budget lines;
Prepares monthly journal entries to incorporate the financial activities into CDF's books;
Maintains project financial files;
Provides assistance & support for project related matters during year-end and compliance audits;
Other duties that may be assigned from time to time as required.



General Accounting

Verifies items for numerical accuracy, coding and authorization; reconciles differences through follow-up with supervisor;
Enters invoices into computerized accounting system; reviews transactions for changes and accuracy;
Prints cheques, attaches backup and forwards to signing officers; distributes signed cheques;
Ensures cheque copies and backup are filed;
Prepares money orders and bank drafts as required;
Prepares accounts payable working papers at year end;
Enters accounts receivable invoices and weekly deposit information;
Prepares invoices;
Checks and enters corporate card expense reports into accounting system;
Reconciles credit card balance sheet accounts;
Monitors and maintains credit card balances (initiates card top-ups);
Enters courier allocations into the accounting system;
Prepares, distributes and files monthly financial statements;
Assists in balance sheet reconciliations;
Assists with year-end audit preparation;
Maintains accounting records in storage;
Assists with other general accounting duties, as required.

SKILLS AND KNOWLEDGE

Knowledge of generally accepted accounting and bookkeeping principles and procedures;
Comprehensive knowledge of MS Office and computerized accounting software e.g. Financial Edge;
Ability to maintain and safeguard confidential information and individual/corporate privacy;
Effective communication with suppliers, credit unions and other financial intermediaries;
Proven reliability and adaptability abilities.

Application Process and Deadline

1. Applications must be received **no later than 4:00 p.m. Friday, April 20, 2018.**
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume. Cover letter **must include** salary expectation.

Please reference the job title in the email subject line and **submit your resume and cover letter in confidence** to apply@cdfcanada.coop.