

Position Title:	Finance Officer
Position Location:	Ottawa, Ontario
Reports to:	Manager, Finance
Status:	One-year, full-time contract position
Travel Requirement:	International travel may be required

GENERAL DESCRIPTION

Under the direction of the Finance Manager, the Finance Officer assists in the financial administration of assigned projects.

RESPONSIBILITIES

- 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.
- Brings any errors and discrepancies to the attention of the Finance Manager.
- Prepares monthly journal entries to incorporate the financial activities into CDF's books.
- Maintains project financial files.
- Responds to internal & external requests for project financial information at the transactional level.
- Provides assistance & support for project related matters during year-end and compliance audits.
- Assists Finance Manager with the annual budgeting process as well as the funder reporting.
- Assists Finance manager in the development and / or evaluation of field systems and controls.
- Assists Finance manager in the development of suitable reporting system for each project.
- Other duties that may be assigned by Finance Manager from time to time as required.

QUALIFICATIONS

- Minimum 3 years in a finance & accounting position in a non-profit organization, foundation, or government agency preferably in an international development context
- Bachelor's degree in a relevant field with specialization in Accounting; Enrolment in CPA designation programme is considered an asset

SKILLS AND KNOWLEDGE

- Fluency in Spanish is a strong asset
- Intermediate to advanced computer literacy, including experience in data bases, word processing, spreadsheets and accounting software.
- Excellent communication skills, including verbal, writing, and proof reading skills
- Excellent interpersonal skills both in person and by phone, with high degree of professionalism
- Strong administrative skills
- Organizational skills and attention to details
- Ability to:
 - manage multiple projects and work assignments from multiple staff members work well with others in cross-cultural situations and under deadline situations.
 - respond to changes in priorities.
 - work independently, take initiative and set priorities Good written and verbal communication skills and strong organizational skills.
 - observe and interpret situations; use math and mathematical reasoning
 - perform highly detailed work on multiple, concurrent tasks

OTHER REQUIREMENTS

Some overtime may be required during peak periods e.g. year end.

Please apply with a resume and cover letter to apply@cdfcanada.coop no later than 4:00 p.m. Friday, October 5th, 2018. ***All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.*** CDF Canada is an inclusive employer. If selected for an interview, please advise if you require accommodation during the interview process and we will work with you to meet your accessibility needs.