

Senior Accountant – Projects

Reporting to the Director of Finance, the Senior Accountant – Projects is responsible for transactions and reporting requirements for specific CBA’s International Development (IDC) projects. The Senior Accountant – Projects also assumes responsibility for full cycle accounting for specific associated small companies. This position is also responsible for several other specific duties relating to overall CBA financial reporting and transactions.

KEY RESPONSIBILITIES and REQUIREMENTS

- Production and distribution of International Development Monthly Invoices, Quarterly financial reports and yearly financial reports
- Project accounting for Government Funded programs.
- Analyze and evaluate financial data for Projects funded by third Parties
- Manage the account ledgers related to all International Development Programs.
- Reconciliation of Advance account to international partners
- Assist in the preparation of annual audits and budgeting for IDC projects
- Responsible for ad-hoc reporting and analysis
- Responsible for full cycle accounting (A to Z) for Companies Associated with the CBA
- Assists the Director of Finance and Senior Director on special projects and as required
- Experience with Government reporting to CIDA, DFAIT, ect. (including working with Treasury Board guidelines) is an asset
- Strong understanding of both the Deferral and Fund Accounting methodologies for Charities and Not-for-profits.
- Proficient with Great Plains accounting software;
- Proficient with Microsoft Office Suite

Human Relations Skills:

- Ability to prioritize and handle multiple deadlines
- Strong problem solving, organizational and time management skills.
- Must be able to work individually and in a team is essential.
- Excellent communication skills
- Highly Professional

Education:

- University degree (or equivalent) in Business or related field
- Professional designation (CMA/CGA) or close to completion
- 3 years of related experience