



Katimavik

we are hiring

POSITION	Senior Officer, Finance
TERM	Permanent. 35-hour work week.
SALARY	The salary range \$55,000-\$65,000 per year.
LOCATION	Head Office, Montréal, QC

Are you passionate for analytics? Do you enjoy resolving complex navigations and financial practices? Are you good at Mentoring a team all while understanding the importance of detail and navigating the minutiae?

We have a place for you!

Reporting to the Chief Executive Officer (CEO), the *Senior Officer, Finance* is responsible for organizing, controlling, and evaluating of the financial and accounting operations of a national not-for-profit organization. The incumbent of this role develops and implements the financial systems and procedures of the organization. They manage the finance department alongwith establishing staff performance standards. They prepare financial reports for senior management in collaboration with the organization's various stakeholders, as well as governments and external partners.

WHO WE ARE

Check out our website - <https://katimavik.org/en/>

WHY JOIN OUR TEAM?

- Be part of a national organization that help shape and develop diverse youth as engaged, caring citizens and capable contributors and leaders for a better Canada.
- Evolve in a dynamic and collaborative environment focused on constant enhancement, fostering understanding, respect, and reconciliation with Indigenous peoples and with Canada's other diverse cultures, regions and the environment.



join our team

WHAT YOU'LL DO

- Manage and monitor supplier accounts and employee expense accounts (accounts payable)
- Revise month-end accounting transactions and approve payments
- Produce, analyse, and present of financial statements and reports
- Verify payroll carried out in advance by the finance team
- Handle internal/external requests for information from professionals
- Participate and Manage budget planning
- Prepare year-end audit file for the auditors
- Implementation of a finance system
- Supervise and train the finance team: full accounting cycle (bank reconciliations, accounts payable, payroll, etc.)

WHAT YOU NEED TO BE A SUCCESSFUL CANDIDATE

- Bachelor's degree in accounting or administration or certification in a related field is considered an asset;
- At least 3 years' relevant experience within an NPO or accounting firm is an asset;
- Enhanced knowledge of NPO tax compliance requirements (sales tax, payroll, income tax, grants)
- Knowledge of Management Accounting (financial processes, internal controls, financial reports, dashboards and indicators)
- Experience dealing with reconciliation of funds
- Experience implementing a finance system

YOU ARE

- Bilingual French/English (spoken and written)
- Adept at using technological tools (accounting software, Office Suite, teleworking, video calls, paperless environment, etc.)
- Passionate
- Organized and a good planner
- Versatile, autonomous and resourceful
- A Leader

Katimavik is an Equal Opportunity Employer committed to the principles of equity and inclusive employment opportunities. Candidates from equity-seeking communities including but not limited to Indigenous communities, communities of colour, and newcomer communities will be seriously considered and are encouraged to self-identify in a cover letter.



join our team

- Able to adapt to a changing environment
- Able to positively influence the team
- Diplomatic
- Good communicator

SOME OF OUR BENEFITS

- 15 days per year personal sick time (non transferable from year to year)
- 15 vacation days per year
- Paid time off during the end of year office closure (Dec 25th to Jan 1st)
- All staff receive paid days off for provincial stat days in which any staff member lives (ex: St-Jean is for all staff not only employees based in Québec)
- Health Spending Account
- Healthcare plan
- Long term disability insurance

HOW TO APPLY

Send your cover letter and resume to jobs@katimavik.org

- We appreciate all those who apply however, only those who are moving forward in the selection process will be contacted

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