

## Job Poster

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| <b>Position Title:</b> | Accounting Technician (term position)   |
| <b>Location:</b>       | CODE HQ, 321 Chapel Street, Ottawa, Ontario as well as working remotely, temporarily due to COVID-19) |
| <b>Reports to:</b>     | Controller  |
| <b>Date:</b>           | July 2021   |
| <b>Term:</b>           | 1 year with possibility of extension  |
| <b>Salary Range:</b>   | Commensurate with experience, plus an excellent benefits package                                      |

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CODE is Canada's leading international development agency uniquely focused on advancing literacy and education in some of the world's regions in greatest need. CODE focuses on inspiring young minds to improve their literacy and comprehension with the hope that they become critical thinkers and life-long learners all in working towards nurturing a literate civil society.

### Job Profile

The Department of Finance and Administration at CODE is currently seeking an enthusiastic, hands-on individual who is highly motivated, and able to fulfill the role of **Accounting Technician for a 1-year term (with possibility of extension)**. The ideal candidate must be well organized, able to meet deadlines, detail oriented with a high level of accuracy. This role is best suited for someone who enjoys the benefits and embraces the challenges of working in a small office environment that implements a diversity of programs. Due to COVID-19 the position temporarily requires the ability for the individual to work remotely as well as one day per week in the office (321 Chapel Street, Ottawa).

Under the general direction of the Controller and working in close collaboration with other positions within the organization, the **Accounting Technician** provides services including bookkeeping, accounts payable, accounts receivable, preparing journal entries, general ledger account reconciliations, bank reconciliations, deposits, report preparation and other office duties. The **Accounting Technician** supports and contributes to the effective and efficient functioning of CODE and is a key member of the Department of Finance and Administration.

The incumbent must demonstrate competencies in:

- Arranging payments for invoices
- Undertaking financial administration
- Monitoring financial transactions
- Bookkeeping
- Keeping financial records
- Reconciling various accounts using manual and computerized systems
- Issuing invoices/maintaining records of Accounts Receivable

- Assisting with tracking donations and payments received from donors
- Providing other administrative support
- Processes transfers within Canada and internationally

The **Accounting Technician** is engaged in the following areas of accountability and responsibility:

- Bookkeeping, including cash receipts, cash disbursements, bank reconciliations, GST/HST reports etc.
- Assisting with the preparation of monthly and/or yearly financial statements and year-end files including all necessary adjustments
- Assisting with special mandates (for example, external audits, set-up and maintenance of accounting system)
- Liaising and providing support to work colleagues

### **Education**

- Completion of post-secondary education in business administration/accounting or a combination of relevant education and experience.

### **Essential Requirements**

- Minimum of 3 years bookkeeping experience.
- Familiarity with accounting procedures; knowledge of GAAP.
- Ability to work remotely, temporarily due to COVID-19.

### **Preferred Skills and Attributes**

- Knowledge of Sage 50, Quickbooks and/or Adagio
- Experience working with a not-for-profit organization
- Minimum of 3 years of experience working with an international development organization.
- Experience working with Global Affairs Canada (GAC) contracts.
- Effective organizational skills
- Ability to prioritize and manage time efficiently
- Strong work ethic
- Discreet
- Meticulous
- Ability to work independently or as part of a team.

### **Language Requirements**

- English (Required)
- French (Asset)

**To apply:** <https://codecan.applicantstack.com/x/apply/a2h8bz706pnv?preview=1>.

**Deadline for applications:** **Friday, July 23, 2021**. Please note that applications will be reviewed on a rolling basis.

*All applicants must be eligible to work in Canada. We thank all candidates for their applications; however only those selected for an interview will be contacted. No phone call please.*