

SENIOR FINANCE COORDINATOR

Full-time

Reports to: Executive Director

Company Overview

Developing World Connections (DWC) is a Canadian charitable organization whose mission is to address issues of poverty, social justice and global engagement in the developing world. We do this through improving access to education, building houses and water systems, and a host of other projects in some of the most impoverished communities in Africa, Asia and Latin America

Job Summary

DWC is looking to recruit an experienced and reliable **Senior Finance Coordinator** to perform daily accounting, finance, and customer relations services. As an international NPO, the Organization relies on volunteers, fundraising and grant revenue. Accurate, transparent and timely financial reporting are key to the Organization's success. The **Senior Finance Coordinator** will be an experienced internal bookkeeper who is organized and motivated to use their expertise to support the financial stewardship of the Organization.

The ideal candidate has a passion and desire to make a positive difference both locally and internationally. You enjoy global travel and giving back personally and professionally. You can see how excelling in the Finance role with DWC contributes to the overall effectiveness of the organization and contributes to our vision and mission making a positive impact throughout the world.

Main Responsibilities

- Conducts full-cycle monthly bookkeeping using SAGE 50.
- Manages AR (donations, invoicing, collections), AP (cash disbursements)
- Conducts monthly bank and other reconciliations,
- Processes Bi-weekly payroll, manage group benefits, receiver general, WCB returns and T4 slips.
- Handles CRA inquiries. Ensures organizational compliance with CRA charity regulations
- Prepares monthly financials, including budget to actual analysis, and makes presentations to the ED/BOD
- Conducts analysis of department/project budgets, including reconciliation of expenditures on an ongoing basis,
- Works with the Executive Director to prepare the Organizations Annual Budget and Cash Forecasting,
- Manages finances relating to Global Affairs Canada project, working with project manager and overseas partners, ensuring full compliance with GAC's contribution agreement,
- Processes government programs and grants when applicable,
- Maintains all financial records as required by regulators,
- Processes of donation tax receipts
- Prepares annual audit package for external auditors,
- Responds to customer/staff inquiries regarding invoices, financial policies, and financial activities,

DEVELOPINGWORLDCONNECTIONS

220 – 141 Victoria Street, Kamloops, BC. V2C 1Z5 Canada | Tel: 250-434-2524 | Toll free: 1-866-458-8209

- Develops, monitors and evaluates certain finance and administrative controls/systems,
- Manages financial aspect of organizations CRM,
- Provides training and support to staff as required,
- Performs other duties as required.

Requirements

- Certificate in Bookkeeping or Accounting Technician Diploma. A CPA designation is highly preferred,
- 3 - 5 years recent, related full cycle accounting/bookkeeping experience. An equivalent combination of education and experience may be considered,
- Proficient with software applications such as Sage Simply Accounting and Microsoft Office, Excel
- Experience preparing and analyzing annual budgets,
- Strong written and verbal communication skills,
- Ability to work collaboratively and in a team environment,
- Strong presentation skills,
- Solid understanding and experience with foreign currencies,
- Proven customer service experience,
- Proven ability to establish, prioritize and accomplish goals with a high degree of organization and accuracy,
- Experience working with NPO and Board of Directors preferred, specifically departmental/project reporting,
- I.T. experience highly desired.

Remuneration

DWC offers a highly competitive compensation package for the right candidate, which includes 50% employer paid benefits and 3-weeks paid vacation. Five paid sick days per-year are provided as well as birthdays and boxing days. **International travel opportunities** are available after an initial six-month probationary period.

Please send us your resume and cover letter and reference **Senior Finance Coordinator** in the subject line.

Applications to be directed to:



info@developingworldconnections.org

Check us out



developingworldconnections.org/programs



facebook.com/DevelopingWorldConnections



instagram.com/developingworldconnections

At Developing World Connections, we are committed to a diverse and equitable workplace. We acknowledge that Kamloops is located on unceded Secwepemc territory. We encourage people from all walks of life, including People of Colour, Indigenous Peoples, Queer/Trans identifying as well as people with Dis/abilities to apply and help make the world a better place!

DEVELOPINGWORLDCONNECTIONS

220 – 141 Victoria Street, Kamloops, BC. V2C 1Z5 Canada | Tel: 250-434-2524 | Toll free: 1-866-458-8209