

How to apply: Interested candidates should submit their resume and cover letter by December 31, 2024 to: Jill Cross, Director, Operations. j.c@globalphilanthropic.ca

Senior Accountant – Global Philanthropic Canada

About us:

Global Philanthropic Canada is part of a worldwide network of strategic management professionals. Our Senior Consultants deliver professional and accessible fundraising counsel to organizations of all sizes in a respectful and inclusive environment. We aim to support, teach and propel our clients to meet and exceed their goals by elevating their mission together.

Across Canada, our Senior Consultants average 30 years each of strategic on-the ground fundraising leadership, in healthcare, higher education, arts, and social services. Collectively, we have helped raise more than \$4.5 billion.

Overview:

We are seeking a highly organized and detail-oriented in-house senior accountant with a minimum of 5 years of relevant experience and a strong desire to provide a high-touch experience to the company's Senior Consultants. The ideal candidate will have a strong background in customer service, strong and proactive communication skills, ability to manage accounts receivable, accounts payable, monthly bookkeeping, account reconciliations, and basic treasury duties. This role is crucial to the premium experience offered to our Senior Consultants and the smooth operation of our financial systems. We require a proactive individual capable of working independently while contributing to the overall financial health and efficiency of our company. This is a unique opportunity to work to advance your career within a successful and growing organization.



Key Responsibilities:

- Serve as the primary financial point of contact for Senior Consultants, providing them with tailored financial services and support. This includes assistance on monthly billing and reporting on any AR issues.
- Oversee the accounts payable and receivable processes, ensuring timely processing of invoices and collections.
- Prepare bi-weekly financial reporting, quarterly, and annual financial statements and reports, ensuring accuracy and compliance with applicable standards; support financial year end process.
- Maintain accurate and comprehensive records of all financial transactions, ensuring proper categorization and documentation on a weekly basis; prepare journal entries and ensure all accounts are up to date at the end of each month.
- Perform regular reconciliations of accounts receivable, and all financial accounts.
- Basic treasury duties including managing weekly remittances to contractors and vendors; assist in short-term cash forecasting and ensure the proper allocation of funds.
- Ensure compliance with all GST filings and prepare necessary documentation.
- Identify and implement process improvements to enhance efficiency in financial operations.

Qualifications :

- Bachelor's degree in accounting, finance, or a related field.
- Minimum of 5 years of experience in accounting.
- Proficiency in accounting software (e.g., QuickBooks Online) and strong Microsoft Excel skills.
- Strong understanding of general accounting principles and best practices.
- Bilingual: fluency in French and English.

Benefits:

- Flexibility and autonomy: Independent contractors have the freedom to set their own schedules and choose their work locations, allowing for a better work-life balance.
- Control Over Workload: Ability to manage your time and workload and potentially take on other contracts.
- Professional Development: Opportunity to work with some of Canada's most experienced fundraising professionals who work with a variety of nonprofits across the country.

Additional Details:

Global recognizes and honours diversity as a Canadian reality – and strength! We also appreciate that not all diversity is visible. Delving deeper, our organization not only acknowledges IDEA, but strives to make this acknowledgment actionable. If there is anything we can do to support selected applicants during the interview process and beyond, please don't hesitate to let us know.

Employment type: Permanent, full time, work remotely.

Compensation: \$70,000 – \$75,000 (depending on experience and skills)

Start Date: February 1, 2025



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