



CNEWA Canada

a papal agency for humanitarian and pastoral support • une agence papale pour l'aide humanitaire et pastorale
223, rue Main Street, Ottawa, Ontario K1S 1C4 • 1-613-738-9666 • canada@cnewa.org

CNEWA Canada seeks an Accountant

Catholic Near East Welfare Association (CNEWA) is an international papal agency supporting the Eastern churches in their service to people in need throughout the Middle East, Northeast Africa, India and Eastern Europe.

CNEWA Canada is looking for a part-time Accountant (with the possibility to grow into full-time) who will work in-person from CNEWA Canada's office in Ottawa and is responsible to the National Director for the supervision and control of accounting functions of CNEWA Canada.

Responsibilities

1. General accounting.

Prepares monthly bank reconciliations.

Prepares and files semi-annual HST rebate report.

Prepares and files Canada Revenue Annual Return.

Collaborates with other staff in journal entries, fund allocation and batch entries into accounting software when needed.

Recommends improvements to accounting functions and work flows.

Meets monthly with National Director to analyze expenses and revenues after bank reconciliation has been completed.

2. Financial statements.

Prepares month-end and year-end financial statements, and other statements and schedules to meet periodic reporting requirements.

3. Investment portfolio.

Records, reconciles, and analyzes all transactions related to the Ottawa Office portfolio.

Prepares all related internal and external reports.

4. Planning and operations management.

Implements and recommends financial and administrative policies revisions and/or additions.

Directs accounting operations to achieve planned results within the parameters of the approved plans and budget.

Recommends changes in accounting operating procedures with input from New York office.

Advises National Director in matters relating to financial operations.

5. Budgetary management.

In collaboration with National Director and management personnel in the New York office, develops and monitors CNEWA Canada's overall budget.

Ensures compliance with the approved office budget.

Acts as primary liaison with New York office regarding accounting and financial matters.

6. Analysis.

Analyzes account information to assist in planning and controlling operations including work paper preparation and reconciling financial discrepancies.

7. Internal control.

Provides training to staff members in use of the accounting code system and accounting software to resolve problems and expedite paperwork.

8. Audit.

Prepares schedules and financials for and participates in the annual financial audit as required by office policy and other organizational regulations.
Collaborates with auditors to implement approved changes and enhancements.

9. Information management.

Informs the National Director on the monthly and year-to-date status of the Canada office accounting activities.

Collaborates and shares data and with the NY office as necessary; prepares monthly and year-end financial statements for NY office to review.

Qualifications:

- University degree in Accounting
- Certification in Accounting
- Experience working with a charity
- Ability to work independently or in a team environment
- Detail oriented and well organized to meet internal and external deadlines
- Proficiency in Microsoft Office including Excel and Word
- In-depth knowledge of Canadian financial laws

Application deadline: April 29, 2022

Please forward cover letter and resume to Judith Poitevien at jpoitevien@cnewa.org.
Only interview candidates will be contacted.

To learn more about CNEWA Canada, please visit cnewa.ca.
CNEWA Canada, 223 Main Street, Box 80, Ottawa, ON K1S 1C4