



GLOBAL CENTRE FOR PLURALISM
CENTRE MONDIAL DU PLURALISME

Position: Finance and Administration Coordinator

Organization: Global Centre for Pluralism

About the Centre

Founded by His Highness the Aga Khan in partnership with the Government of Canada, the Global Centre for Pluralism is an independent, charitable organization inspired by Canada's experience as a diverse and inclusive country. The Centre was created to understand the dynamics of pluralism and to advance positive responses to the challenge of living peacefully and productively together in diverse societies.

The Centre's beautiful, one-of-a-kind facilities at 330 Sussex Drive were originally built in 1905 to serve as the Dominion Archives of Canada and later housed the Canadian War Museum. Beautifully appointed spaces of various sizes are available for executive meetings, seminars, panel discussions, workshops, receptions, banquets, remote meetings and more.

The Centre aims to create a positive work environment that fosters independence and creativity while promoting excellence, professionalism and teamwork. For more information about the Centre, please visit www.pluralism.ca / www.pluralisme.ca

Position Summary

The Finance and Administration Coordinator is responsible for the organization's complete payment functions and provide assistance with budgets, financial statements, audit working papers, financial analysis and special projects, as well as providing assistance to other colleagues.

Duties and Responsibilities

- Processes vendor invoices verifying authorizations and account coding as per organizational policies and procedures
- Prepares payments, including electronic transfer funds, (EFTs), wire transfers and bank transfers, and prepares associated reports
- Establishes and maintains pre-authorized payments to vendors and suppliers
- Record accounts payable entries into the accounts payable system weekly for invoices and monthly for credit card payments
- Ensures vendor payment terms are met and potential payment discounts are maximized
- Responds to all enquiries in a timely manner
- Complete monthly bank reconciliations, debit notes, PAP and credit card paper work and sign-off in a timely manner
- Prepare various analysis to save money and increase efficiency
- Record month-end entries in a timely manner
- Assists in the preparation of working papers, annual financial statements for audit and ensure that all relevant information is provided to the statutory, CRA and donor auditors
- Ensure that record keeping meets the requirements of auditors and government agencies (CRA)
- Banking of the cheques received from space rentals and others.

- Support in preparation of the space rental invoices and recovery of the operations/overhead costs. Ensure recovery of the outstanding amounts
- Analyzes and reports on financial spending and provides variance analysis to the Finance Officer
- Examine contracts binder and purchase order system and track account status
- Provides assistance to finance colleagues on various accounting tasks

Job Specification

1. Education & Experience

Bachelor's degree in accounting or relevant field or accounting diploma/certification. Minimum three (3) years' experience in an accounting role preferable in a not-for-profit setting.

2. Knowledge, Skills and Abilities

Must be adept with standard technical and computer tools commonly used in office applications, including accounting software and Microsoft Office Programs, specifically Excel. Incumbent must demonstrate interpersonal skills with the ability to communicate effectively, both verbally and in writing, with suppliers and department managers. Must demonstrate good time management skills, with the ability to plan, prioritize and organize work to meet deadlines. Must exhibit good judgement and problem solving skills with the initiative to learn new skills and acquire knowledge. Must work well independently and as a part of a team to complete work under strict deadlines.

GCP is committed to equity in its mandate and its staff. Remuneration is based on qualifications and experience.

Closing date for applications: February 16, 2018

Applications may be submitted via email to careers@pluralism.ca or mailed to Careers (Finance), 330 Sussex Drive, Ottawa, Ontario, K1N 0C7. Each applicant should include a letter of interest and a resume highlighting relevant experience.