



WILDLIFE HABITAT CANADA

Wildlife Habitat Canada is a national, non-profit, charitable conservation organization that works to conserve, restore and enhance wildlife habitat in Canada by funding habitat conservation projects, providing conservation leadership and promoting the benefits and contributions of waterfowl hunting.

Position Title: Finance and Administrative Coordinator (Bilingual)

Job Type: Full-time permanent, with benefits

Salary: Commensurate with qualifications and experience
(Range \$50,000-\$55,000)

Location of Work: 247 – 2039 Robertson Road
Ottawa, ON K2H 8R2

Geographic Location: Eastern Ontario (Ottawa)

Job Description:

Reporting to the Executive Director and the Director of Finance and Administration, the Finance and Administrative Coordinator is responsible for providing bookkeeping support to the Director of Finance and Administration, and administrative support to the Executive Director and Program Manager.

Responsibilities include:

Finance tasks

- Bookkeeping support including issuing client invoices, coding and paying supplier invoices, completing bi-weekly payroll and other payroll-related tasks, completing the bank reconciliation, cash flow management, completing tax calculations and remittances, and financial management of grants.
- Assist in the preparation of financial statements, general ledger reconciliation and the annual external audit.
- Other duties, as assigned.

Administration tasks

- Provide administrative support to the Executive Director, such as arranging travel and accommodations for meetings, preparing travel expense statements, managing the Executive Director's calendar, etc.
- Assist with the coordination of WHC Board and Committee meetings and teleconferences, including travel and accommodations (as required), and preparation of meeting materials and minutes.





- Provide support to the Program Manager, as required.
- Other duties, as assigned.

Competencies:

- Good knowledge and demonstrated ability in areas of accounting and bookkeeping;
- Working knowledge of HR and payroll regulations;
- Proficiency or strong ability with SAGE50;
- Proficiency with MS Excel, including formulas, filters and linked worksheets;
- Working knowledge of MSWord, MS PowerPoint, Outlook;
- Strong attention to detail and extremely organized;
- Problem-solving skills, ability to make decisions, sound judgement;
- Strong communication skills, written, verbal, listening;
- Proactive, able to anticipate and plan for future needs;
- Ability to foster good working relationships to achieve success;
- Ability to manage competing and changing demands and priorities;
- Ability to work independently as well as part of a team.

Education and Experience:

- Post-secondary education (university or community college) in business administration, financial management and/or accounting, or a combination of education and relevant experience;
- Bilingualism, required (English/French fluency, written and oral);
- Strong customer service skills;
- Demonstrated interest in the environment, wildlife conservation and natural sciences;
- Previous experience working for a non-profit, charitable organization with a particular emphasis on financial data management and analysis considered an asset.

To Apply:

Please submit a cover letter outlining how your skills, knowledge and experience make you a good candidate for this position, and resume (MSWord or PDF only) by email to pvary@whc.org by August 6, 2019.

We thank everyone who applies for their interest; however, only candidates selected for an interview will be contacted.

