Title: Finance Officer (full time)
Project: Canada Green Corps Programme
Location: Office located in Ottawa, Ontario (Remote working currently due to COVID-19)
Length of Assignment: As soon as possible - March 31, 2022
Start Date: As soon as possible
Application Deadline: Recruitment on a rolling basis until position is filled
Salary Range: $47,000 - $49,500/Annual Salary

About UNA-Canada

The United Nations Association in Canada (UNA-Canada) is a national charitable organisation with the mandate of educating and engaging Canadians in the work of the United Nations (UN) and the critical global issues that affect us both in Canada and internationally. Established in 1946, we are committed to growing global citizens who embrace the principles of the UN in order to build a stronger, more outward-looking Canada. As the leading policy voice on multilateralism in Canada, UNA-Canada holds the elected Vice-Chair of the World Federation of UNAs representing global civil society.

Canada Green Corps Programme

The Canada Green Corps (CGC) programme is an innovative youth employment programme designed to support Canadian youth aged 15-30 (inclusive) to acquire meaningful employment and/or career related skills in the green sector. Youth Interns undertake paid Work-Integrated Learning (WiL) internships with various companies, governments, associations, universities and civil society organisations across Canada. The Programme is also designed to provide youth with career, learning and market information in finding meaningful employment.

The Programme has Regional Coordinators across the country that provide critical administrative and strategic support in the implementation and evaluation of the Programme. Employer partners with the programme receive a wage subsidy.

About the role

The Finance Officer will be an important member of the Green Corps team and the Finance Department. The successful candidate will play a key role in processing, providing many of the financial functions for our Green Corps programme. The position is located at our Office in Ottawa but our current operations are working remotely due to COVID-19.

Key Responsibilities

Finance and Administration
- Prepare and review claims from various Green Corps employer partners based on Canadian payroll rules;
- Assist in managing Green Corps tracking documents;
- Prepare payments for claims and invoices by both cheques and direct deposit;
- Verify supplier invoices, check for approvals and input in Quickbooks;
- Maintain manual and computerised filing systems;
- Ensure all internal procedures and processes are implemented and maintained on a consistent basis;
Mandatory Qualifications

- A relevant diploma or certificate in a related discipline (Finance/Accounting Degree preferred), or an appropriate mix of relevant education and experience;
- Experience with and understanding of payroll processes;
- Proven accuracy, and attention to detail;
- Strong organisational skills with the ability to follow processes and procedures;
- Experience with Quickbooks or similar accounting systems an asset;
- Self-motivated, resourceful, and results-oriented with a high level of diplomacy and professionalism;
- Strong computer skills including proficiency in Microsoft Office suite;
- English/French bilingualism preferred.

Equal Opportunity Employer

UNA-Canada is committed to the principles of employment equity and applies GBA+ analysis in our recruitment processes. Applications are encouraged from racialized people, Indigenous people, people living with disabilities, queer and trans people, and women (QTBIPOC). Accommodations are available upon request for candidates taking part in all stages of the selection process.

Application Details

Interested candidates should send a résumé, and a one-page cover letter in a single pdf document to the attention of Chief Financial Officer Erica Mongiat (erica.mongiat@unac.org) AND Programme Manager, Bonita Mathew (bonita.mathew@unac.org) as soon as possible as recruitment is on a rolling basis.

In the subject line, please put: Last name, First name – CGC Finance Officer.

UNA-Canada will not accept calls or emails regarding the position. Due to the high volume of applications, UNA-Canada will only contact shortlisted candidates selected for an interview.