

JOB DESCRIPTION

Position Title: Senior Finance Associate

Term: Full-Time Permanent

Reports to: Vice-President Corporate & CFO

Effective: October 2021

Starting salary: \$50,000 - \$65,000

Location: Ottawa (Hybrid)

To apply for this position, please submit your cover letter and resume to finance@ppforum.ca by 5 p.m. on October 24, 2021.

The Public Policy Forum (PPF) is a leading non-profit, non-partisan charitable organization dedicated to finding innovative solutions to Canada's most pressing challenges through research and dialogue among Canada's leaders. We are seeking a highly motivated and dynamic Senior Finance Associate to play a key role in our finance team.

The Senior Finance Associate will report to the Vice-President, Corporate & CFO, and work collaboratively with the Finance Manager, Finance Associate, management and other staff. This position is located in Ottawa with flexible hybrid working arrangements.

This opportunity is for you if you are a highly motivated, driven and curious individual with a growth-oriented mindset and are excited about joining an organization with unparalleled culture. We offer highly flexible working arrangements, career growth and development opportunities, best-in-class benefits and RRSP matching.

Our finance team is small and mighty, and you will have an opportunity to be a big fish in a small pond. Your portfolio will be both broad and deep, touching on all areas of finance and admin. Our team is highly collaborative, transformation-oriented and fun. The successful candidate will be an excel wizard with exceptional organizational skills and attention to detail, with the ability to manage multiple competing demands and quickly re-prioritize work. The candidate will be familiar with project-based accounting and will be inventive in introducing efficiencies and automation across all finance activities.

PPF provides equal opportunity to all employees and applicants without regard to age, ancestry, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offences, sex and/or sexual orientation.

SCOPE & OVERVIEW

The Senior Finance Associate is a key member of the finance team and reports to the Vice-President Corporate & CFO. The Associate is responsible for all activities related to accounts payable and receivable, substantively supporting program budgeting, forecasting and reporting, as well as various accounting and month-end processes.

The Senior Finance Associate works cross-functionally and is responsible for leading monthly financial monitoring meetings with various policy and project leads. The Associate works closely with the Finance Manager in supporting their regular duties, including progressing program revenues, month-end, financial statement creation, reporting, dashboarding and analysis. The Associate supports the VP in their administrative and corporate duties and researches and recommends process improvements and automations across the entire finance function.

MAJOR RESPONSIBILITIES

Finance (90%)

Accounts Payable & Receivable

- Managing the finance mailbox, ensuring appropriate authorizations and supporting documentation, posting payables and staff expenses in Sage 50, creating EFTs/wires, ensuring timely reimbursement, sending payment notifications to external stakeholders and filing all relevant documentation on SharePoint
- Leading, with input from the Finance Manager, the automation of accounts payable approval and filing system, including researching and recommending software solutions or integrations
- Tracking payables and following up with internal and external stakeholders, as required
- Reviewing and posting all credit card transactions in Sage 50
- Creating all invoices (AR), tracking and following up aged receivables, marking receivables as paid and sending receipt notifications to relevant internal stakeholders
- Maintaining, tracking and organizing all electronic documentation related to AP and AR
- Populating finance and admin forms (banking details, authorization forms)
- Ensuring vendor and customer files in Sage 50 are accurate and up to date

Budgeting, Forecasting and Reporting

- Working cross-functionally as direct support to various program leads in the development of program and RFP budgets, ensuring budgets are complete, accurate and adhered to as well as creating and monitoring monthly program forecasts
- Updating and tracking budget v. actual reports monthly, reviewing program budget progression, monitoring funding status, variance analysis, tracking labour, monitoring and following up program receivables and payables
- Reporting program progression and flagging relevant variances and funding gaps to the Finance Manager and VP weekly. Highlighting areas of concern and recommending corrective action.
- Working closely with the Finance Manager on reconciling and updating all program budgets, dashboards and templates
- Supporting the Finance Manager and at times leading the creation of funding and claim reports
- Assisting in the development and monthly update of the Finance, Impact and Resources (FIR) report
- Supporting the development and maintenance of dashboards, models and operational/program budget templates through Power Query and Power BI
- Supporting the Finance Manager and VP in the preparation of quarterly finance committee packages
- Contributing to the development of the annual corporate budget and forecasts

Month-end and Accounting

- Preparing monthly bank and credit card reconciliations, including posting relevant transactions
- Posting bi-weekly payroll and benefit journal entries in Sage 50

- Calculating month-end adjustments, posting entries and maintaining continuity schedules for capital assets, amortization, investments, lease inducement, membership and ticket revenues, prepaid expenses, compiling labour and overhead and other accounts, as required
- Preparing general ledger reconciliations
- Working alongside the Finance Manager in preparing month-end financial statements and reports, including cash flow statements and cash flow forecasts
- Supporting the preparation for the annual year-end audit, including preparation of working papers and supporting documentation
- Supporting all other teams (operations, policy, partnerships, comms, events) as required.

Administrative & Corporate (10%)

- Assisting in all aspects of administration including insurance renewals, group benefit and payroll reconciliations, vacation and time in lieu monitoring, etc.
- Filing, renaming and maintaining files on SharePoint
- Assisting in internal policy development, research and benchmarking, as required
- Managing calendar and booking meetings for the Vice-President Corporate & CFO

EDUCATION & EXPERIENCE

- Post-secondary education in accounting
- Minimum 2-3 years experience in a similar role
- Experience with Power Query and Power BI is highly desirable
- Experience in a project-based environment is a very strong asset
- Experience with Sage 50 is an asset
- A professional accounting designation (CPA, CA/CMA/CGA) is desired, but *not* required
- Excellent understanding of GAAP, and standards for non-profits and charities

KEY SKILLS & ATTRIBUTES

- Must have demonstrated advanced Excel skills (pivot tables, vlookups, xlookups, sumifs, nestedifs)
- Solution-oriented and proactive self-starter
- Strong initiative and enthusiasm
- Exceptional attention to detail and accuracy
- Extremely efficient with excellent organizational and time-management skills
- Ability to meet deadlines, multitask and prioritize workload
- Highly proficient with data entry
- Excellent interpersonal relations and strong team player, who is also able to work well independently
- Superior verbal and written communication skills

WORKING CONDITIONS

- Additional hours are required during peak times or to meet deadlines
- Travel is not required for this role

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