



Community Business Development Corporation

ATLANTIC ASSOCIATION

Business financing, support and advice

Employment Opportunity
Financial Services Officer (Full-time, Permanent)
Atlantic Association of CBDCs
Mulgrave, Nova Scotia

At the Atlantic Association of CBDCs, our success is rooted in making a difference for small business and community economic development in rural communities.

Join our team and be part of an organization that adds value to our communities, cares about its staff, and creates a supportive workplace.

JOB SUMMARY

Reporting to the Chief Operating Officer, the Financial Services Officer is responsible for financial administration and general accounting functions in a cross-functional team environment.

KEY ACCOUNTABILITIES

- Secure and handle the private and confidential information of clients and of the business
- Work closely with the Chief Operating Officer on the organization's financial planning and provide various financial analyses of the organization
- Monitor budgets and suggest corrective actions; update the operating budget and projects monthly
- Assist the process and activities of external auditors, including preparation for year-end audit files
- Respond to any verification (audit) of the financial partners on the various projects of the organization
- Provide financial accountability towards funding partners
- Process claims on funding received from various government levels
- Support projects by assisting with documentation and research
- Set up electronic fund transfers between organization and vendors
- Process various forms of payments (cheques, EFTs, debits, etc.)
- Participates in annual budgeting
- Assist in identifying opportunities to optimize financial processes through the development of policies, guidelines and procedures
- Support the development of management reports and performance indicators (reports and financial documents) to enable senior management and the Board of Directors to make informed decisions.
- Produce monthly and quarterly financial statements
- Assist with preparing plans and quarterly/yearly reports
- Perform analytics on audited financial statements and reports
- Perform other duties as assigned

EDUCATION / CERTIFICATIONS:

- University/college degree in administration/accounting or equivalent (required)
- Accounting designation (required)



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EXPERIENCE:

- Three (3) years of experience in a finance management or similar position supporting a small or medium size organization (required)
- Experience with a non-for-profit organization (asset)
- Experience with financial management of various projects and various funders' management (asset)

KNOWLEDGE, SKILLS, AND TRAITS:

- Sound working knowledge of accounting and finance procedures and policies
- Working knowledge of regulations, policies, and generally accepted accounting/auditing principles
- Ability to present financial, strategic, and comprehensive information
- Proficiency in using computer systems, database systems, internet-based applications, spreadsheets, and word-processing packages is essential (ideally Microsoft Office 365 and Sage accounting software)
- Exceptional time management and organizational skills
- Attention to detail to provide accurate, consistent, and timely financial information
- Ability to work with multiple stakeholders in an effective and professional manner
- Proficiency in both official languages (an asset)

OTHER REQUIREMENTS

- For the safety and well-being of our clients and employees, we require proof of COVID-19 vaccination before commencing employment. Accommodations will be made for those who are exempt from the COVID-19 vaccination based on grounds protected by relevant human rights law.

Please note that the above is not a comprehensive listing of all the job requirements and is subject to change at any time and will include other tasks and duties as assigned.

WORKING CONDITIONS

- The regular work week is 35 hours, although flexibility in work hours including occasional nights and weekends may be required.

COMPENSATION (Salary and Benefits)

- The salary band for this full-time permanent position is \$65,000 to \$75,000 depending on the qualifications, designations, and experience of the applicant
- This position is eligible for a health spending account and employer RRSP matching contributions

DIVERSITY, EQUITY, AND INCLUSION

We value and accommodate unique differences to ensure that everyone has the opportunity and is supported to thrive. To build a strong and representative workforce, we strongly encourage applications from BIPOC, LGBTQ2S+ people, immigrants, and people with disabilities or other marginalized communities.

HOW TO APPLY

Please visit the [job post page on Indeed](#). You will need to provide a resume and a note describing how this position is a good fit for your professional path, skills, and interests.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.