

## FINANCE DEPARTMENT

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**Position:** ACCOUNTANT 2  
**Responsible to:** Director, Finance  
**Classification:** E  
**Status:** Permanent, Full time  
**Location:** Winnipeg

Revised: August 2020

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### ***Position Summary***

Accountant 2 is responsible for managing and supporting ongoing financial processes of the Canadian Foodgrains Bank. Accountant 2 focuses on the control of non-capital assets, administrative payables, grain donations, and special reporting. In addition to individual responsibilities, accountant 2 provides coverage for accountant 1 and acts as back-up support in their area of speciality to the director of finance as needed.

Accountant 2 is part of a five-person finance team and reports to the director of finance.

This position is based in Winnipeg. Occasional international travel may be requested.

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### ***Roles and Responsibilities***

1. **Financial Statements and Reporting** – Prepare and distribute financial statements and reports:
  - 1.1. Maintain distribution lists for monthly financial statements.
  - 1.2. Generate, distribute and file electronic and hardcopy monthly financial statements.
  - 1.3. Using Smartlist, Excel, and Management reporter, design and create reports for finance and other departments.
  - 1.4. Prepare budget templates.
  - 1.5. Prepare analytical and custom reports for member organizations.
  - 1.6. Participate in the development and maintenance of reporting designed to create departmental efficiencies using a variety of reporting tools.
2. **Financial Services Processing -**
  - 2.1. Prepare administrative and project journal entries for processing.
  - 2.2. Reconcile all Canadian and US bank accounts monthly; verify transactions daily; resolve any outstanding items.
  - 2.3. Reconcile balance sheet accounts monthly.
  - 2.4. Manage accounts receivable, including issuing invoices, tracking advances, facilitating collections, and analysing segregated sources of receivables for staff.
  - 2.5. Journalize and reconcile prepaid account expenses.
  - 2.6. Prepare working papers and documentation for the annual audit and respond to auditor inquiries in area of expertise.
  - 2.7. Prepare audit confirmations for member and partner organizations and suppliers as requested.
3. **Project accounting** – Responsible for project financial tracking and reporting:
  - 3.1. Process financial adjustments between projects and update project tracking database.
  - 3.2. Create project summary reports and customize as needed.

- 3.3. Prepare various monthly project analyses.
  - 3.4. Provide partners and staff with information and reports as needed.
  - 3.5. Reconcile projects to balance sheet accounts.
4. **Project and Administrative Payables** – Apply internal control policies and financial purchasing policies, and implement payment procedures to ensure timely and effective processing of payables:
- 4.1. Manage and co-ordinate purchase orders, proof of deliveries and other documents to verify purchases are authorized and coded correctly for payment ensuring accurate and timely payment.
  - 4.2. Process all invoices and credit cards for payment, including all posting routines and cheques.
  - 4.3. Track contracts against payment terms and manage payments accordingly.
  - 4.4. Respond to staff and vendors payment inquiries.
  - 4.5. Reconcile vendor statements.
  - 4.6. Vouch and verify cash disbursements on staff expense reports.
5. **General Office and Other Duties**
- 5.1. Participate in finance team meetings.
  - 5.2. Contribute ideas and suggestions to increase efficiencies in the financial processes of the organization.
  - 5.3. Maintain accounting filing system for areas of responsibility.
  - 5.4. Assist others as able in day-to-day work as available.
  - 5.5. Provide training in the designing and building process for customized reporting as requested/required.
  - 5.6. Provide back-up for other colleagues in the finance department as requested.
  - 5.7. Provide back-up to director of finance in areas of expertise as requested.
  - 5.8. Prepare other detailed analysis and reports as requested.
  - 5.9. Other duties as may be assigned.
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## ***Qualifications***

### **Required**

- Demonstrated proficiency in required areas, as evidenced by a minimum of five years' related experience
- CPA or pursuing CPA designation
- Technical skills and experience in financial reporting and full cycle accounting
- Strong analytical skills with a high degree of accuracy and attention to detail
- Experience in account analysis and reconciliations
- Solid understanding of GAAP, financial principles, internal controls, cash flows and foreign exchange
- Understanding of fund accounting principles and applications
- Ability to prioritize workload demands
- Logical approach to problem solving
- Strong attention to detail
- Service orientation, good interpersonal communication skills, and the ability to meet the needs of both internal and external customers
- Computer proficiency, with experience in Excel, Word, Power Point and other relevant office

software

- Experience working as a member of a team
- Able to support the underlying mission and Christian dimension of the Foodgrains Bank

**Preferred**

- Experience in GP Dynamics and Fundvision, Smartlist and other report writing tools
- Experience working in a non-profit organization