



## ACCOUNTANT, CHEMISTRY INDUSTRY ASSOCIATION OF CANADA

### ABOUT THE COMPANY:

We are the association for leaders in Canada's chemistry and plastics sector. Our members are innovators, solution providers, and world-class stewardship pioneers. Canada's chemistry and plastics industry is essential to ensuring the health and safety of Canadians, a thriving economy, and our modern way to life. Our advocacy touches on topics and issues that affect all Canadians, from getting the essential products they need to market, to promoting investments in the sector, to communicating our members' views to government and key stakeholders – our advocacy is the most important work we do.

We work to shape public policy which supports investment, jobs, and the environment.

**ABOUT THE ROLE:** The Accountant is a permanent position, reporting to the Director, Finance and Corporate Services including assigned work with the CEO and VP's (related to various ad-hoc assignments). Responsible for financial management, accounts payable, accounts receivable, contract administration and bank reconciliation. Monitoring, tracking, and communicating with association membership, and event related activity. Provide support in the financial policies and procedures, compliance, and audit process.

### ABOUT THE JOB:

- Perform financial transactions including posting & recording, analysis & reconciliations to balance GL accounts, accounts payable and accounts receivable data.
- Prepare weekly cashflow analysis, and process government remittances.
- Perform month-end and year-end account review and reconciliation; prepare and post any adjusting JEs.
- Contribute towards implementing and maintaining internal financial controls and procedures.
- Provide financial administration and monitoring of funded accounts; and produce various reports.
- Process invoices (using Beanworks & SAGE) and payments including web payments, wire transfers, cheques & EFTs.
- Track & process staff expense reports, enter credit card payments using Moneris (on-line) & maintain vendor files.
- Prepare and distribute accounts receivable invoices (membership, funded accounts, verification process).
- Maintain accounts receivable customer files & records, track membership payment details, review aged accounts receivable, and prepare various reports (fee variances).
- Assist in coordination of audit processes by providing financial documents required and communicating with auditors during field work.





- Monitor all banking activities (including transactions with support documentation) to detect irregularities and provide daily reconciliation.
- Liaise between parties (external service providers) regarding contract development, and negotiate regarding terms & conditions, draft & revise changes as required.
- Ensure all records, including contracts tracking spreadsheet is accurate & up to date.

## WHAT YOU BRING:

### Education and Experience

- College Degree in Business Administration or an equivalent combination of experience in related field, a degree in Accounting would be considered as an asset.
- Minimum 5 years of progressive accounting experience, preferably in a non-profit organization.

### Qualifications and Competencies

- Knowledge of financial principles and accounting terminology.
- Math and detail-oriented with good administrative skills.
- High ethical standards and professionalism.
- Good verbal and written communication skills.
- The ability to maintain clear and accurate financial records.
- Computer literacy and the ability to use various business applications.
- An organized and methodical approach to working.
- The ability to balance several conflicting demands and work according to deadlines.
- The ability to work independently and as part of the team.
- A polite cheerful attitude when dealing with external contacts and other staff members.
- The ability to perform assigned tasks with reliability, honesty, and discretion.
- A willingness to undertake professional development.
- The ability to learn quickly and adapt to (often complex) in-house systems.

### Software Technical skills:

- SAGE300 ERP: **Required**
- Beanworks (AP Solutions): or similar system
- Moneris Payment Processing Solutions
- MS Office, SharePoint, and OneDrive

### Languages

- Fluency in English is required.
- Ability to communicate effectively in French is an asset.





### COMPENSATION:

- **Salary:** \$70,000 - \$80,000 (Commensurate with experience)
- **Vacation:** 3 weeks' vacation (accrual starts on day 1 of your employment) – 1-week increments every 5 years up to 6 weeks (this can be negotiable)
- **Benefits:** available after a successful completion of the 3 months' probation
  - Comprehensive package with premium H&D, matching RRSP, remote office resource support, and other allowances provided by CIAC

**LOCATION:** Ottawa, Ontario

### **APPLICATION PROCESS:**

Please send your résumé and cover letter in a single PDF document to [dbarnabe@therightdoor.ca](mailto:dbarnabe@therightdoor.ca) no later than August 26, 2022, at 5pm. The subject line of the email should read "Accountant". Expected start is October 03, 2022.

Any questions can be directed to [dbarnabe@therightdoor.ca](mailto:dbarnabe@therightdoor.ca)

CIAC is an Equal Opportunity Employer that values diversity and inclusion and welcomes diverse expertise and talent to support an innovative and collaborative work environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified candidates, including people of all gender identities, Indigenous people, persons with disabilities and members of visible minorities. CIAC is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Canadian Human Rights Act. If you require an accommodation during this process, please inform CIAC of your requirements.

We thank all applicants for their interest but only those selected for further consideration will be contacted.

