

## JOB POSTING

Position Title: Program Accountant  
Location: CODE Office, Ottawa, Ontario  
Reports to: Controller  
Date: December 2022  
Salary Range: \$61,334 to \$74,965

### SUMMARY

Good books brought to life by excellent teachers help learners understand and thrive in the world around them. That is the idea behind CODE. CODE takes a comprehensive approach to programming, working with teacher educators, teachers, librarians, writers, and publishers to develop and sustain literate environment. CODE works in partnership with national and local governments, local implementing partners and in-country experts as well as with international experts.

### Job Profile

CODE is currently seeking a Program Accountant in support of projects and programs being implemented. The ideal candidate must be well organized, able to meet deadlines and must enjoy the challenges of working in a small office that implements a diversity of programs. The Program Accountant will be responsible for financial monitoring and quality assurance pertaining to the expenses in CODE's projects. Working directly with program managers and their assigned projects, the Program Accountant will oversee all financial aspects of the projects including budget preparation, financial analysis and preparation of financial reports.

The Program Accountant also supports the accounting function to ensure that month-end and year-end processes are completed in a timely manner and provides support for colleagues within the Finance and Administration Department. The responsibilities of the position include processing financial transactions and special projects such as management reports. The Program Accountant assists and provides support to the Controller in maintaining operations of the accounting, reporting and administrative functions of the organization.

### Education

- Working towards a professional accounting designation or possession of a Bachelor of Commerce degree or equivalent with a specialization in Accounting/Finance and relevant work experience.

## Experience

The position requires a minimum of three (3) years of experience working in an accounting/finance department, preferably in various accounting capacities. Relevant experience would include the following:

- Experience in setting up and maintaining accounting software such as Adagio, Quickbooks Online, Sage 300 (ACCPAC), Sage 50 (Simply Accounting), or other small to medium size organization accounting software is an asset.
- Experience in project accounting an asset.
- Experience with Accounts Payable, Accounts Receivable and Payroll
- Demonstrated experience and/or understanding of non-profit organizations
- International development experience preferred

## Essential Requirements

- Willingness and ability to travel in providing financial monitoring, training and support to implementing partner organizations.
- Ability to prepare and review financial statements for overseas office(s).
- Ability to mentor the finance teams for both overseas offices and implementing partner organizations.

## Preferred Skills and Attributes

- Effective organizational skills.
- High attention to detail and a high level of accuracy.
- Ability to prioritize and manage time efficiently.
- Analysis and problem-solving skills.
- Propensity to adapt well to change.
- Excellent interpersonal skills.
- Strong communication skills both written and oral.
- Bilingualism (French/English) is an asset. Proficiency in other languages such as Portuguese would be an asset but is not a requirement.
- Knowledge of not-for-profit accounting standards and charity legislation.
- In-depth understanding of accounting principles.
- Advanced knowledge of all aspects of financial analysis, accounting and financial reporting.
- Aptitude to clearly explain financial concepts to program staff and partners.
- Intermediate to advanced experience in MS Office Suite, particularly Excel.
- Capacity to work effectively both independently and within a team environment.
- Self-motivated and results-oriented, with drive and initiative.
- Willingness to learn.

Interested applicants should forward a cover letter and resume to:

<https://codecan.applicantstack.com/x/detail/a2h8bz76uxsm?preview=1>.

For more information about CODE, visit [www.code.ngo](http://www.code.ngo)

*All applicants must be eligible to work in Canada. We thank all candidates for their applications; however only those selected for an interview will be contacted. No phone calls please.*

*CODE welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*