

Position: Junior Program Accountant  
Location: Remote with Hybrid Option (Ottawa)  
Term: Full Time  
Salary Range: \$55,000 – 65,000

### Summary

CODE is seeking an enthusiastic, hands-on, detail oriented individual who is highly motivated, and a strategic thinker to fulfill the role of Junior Program Accountant. 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 Junior Program Accountant will be responsible for various accounting functions such as providing financial analysis, assisting in formulating budgets and preparing financial reports related to CODE's programs. The Junior Program Accountant would also assist and provide support to the Finance Function in maintaining the operation of the accounting, reporting and administrative functions of the organization. Other responsibilities of the position would include reviewing and monitoring expenditures and performing various account reconciliations.

### What we offer

- Competitive salary
- Comprehensive extended health benefits package
- 5% matching registered pension plan
- 16 wellness days per year
- 200\$ a year wellness reimbursement program
- Flexible and supportive work culture

### Experience

This position requires 1-3 years of experience working in an accounting/finance department, preferably in various accounting capacities. Relevant experience would include the following:

- Experience in working with SparkRock/MS Dynamics 365 Business Central is an asset.
- International development experience preferred
- Experience in project accounting an asset.
- Experience with Accounts Payable, Accounts Receivable, and reconciliations
- Demonstrated experience and/or understanding of non-profit organizations

### WHAT YOU OFFER

You bring experience in supporting core accounting functions, ensuring timely completion of month-end and year-end processes, and offering assistance to colleagues across the Finance Department. This role is responsible for processing financial transactions and contributing to special projects, including the preparation of management reports. As Program Accountant, you will support the effective operation of the organization's accounting, reporting, and administrative functions.

Required education and experience:

- Detail orientated with strong analytical, organization and problem solving skills.
- Ability to prioritize and manage time efficiently.
- 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 would be an asset, but is not a requirement.
- Knowledge of not-for-profit accounting standards and charity legislation.
- Excellent knowledge of all aspects of accounting; principals, practices and controls.
- Advanced knowledge of all aspects of financial analysis, accounting and financial reporting.
- 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.

#### **CODE's Culture and Expectations**

- Commitment to CODE's values, vision and direction.
- Contribution to the continued promotion, maintenance, and ongoing development of a healthy workplace culture.
- Modeling of healthy leadership characteristics including work-life balance.
- Commitment to being accountable, detailed-oriented, strategic, and technology-curious
- Ability to work productively in a hybrid or remote environment

We are committed to diversity, equity and inclusion. We strongly encourage applications from and prioritize hiring people with diverse backgrounds and experiences, including Indigenous people, racialized people, people with disabilities, and 2SLGBTQIA+ individuals. We encourage, though we do not require, applicants of these identities to indicate this in their cover letter. Should you need any accommodation during the recruitment process, please let us know.

*We thank all applicants for their interest in this employment opportunity. Please note however that, due to the volume of resumes received, only those applicants selected for further consideration will be contacted.*

**Deadline for applications:** Interested candidates are invited to forward their resume and cover letter to <https://codengo.bamboohr.com/careers/25>. This position will remain open until August 1, 2025.

*Applications will be reviewed, and interviews will be conducted on a rolling basis.*