

DEC

Decentralised Energy Canada

WE'RE HIRING FINANCE AND ACCOUNTING MANAGER

Work with Canada's decentralised energy industry association and flex your financial and accounting muscle.

REMOTE OR CALGARY OFFICE

Send your resume and cover letter to akendall@deassociation.ca and crystal@deassociation.ca before October 16, 2023.

WWW.DEASSOCIATION.CA

HIGHLY QUALIFIED.

Decentralised Energy Canada (DEC) is an industry association federally incorporated under Canada's Not-for-Profit Corporations Act.

Our vision is a strong and accessible Canadian decentralised energy industry driving the transition to a sustainable, resilient and affordable energy future. Our mission is to disrupt the Canadian energy status quo and create opportunities for decentralised energy by convening, educating and engaging stakeholders.

We are in a growth phase and our financial management needs have evolved. We are seeking a well-rounded and highly qualified professional preferably with not-for-profit experience.

CHALLENGE STATEMENT:

The purpose of a not-for-profit organisation is to solve a social problem, not to make a profit, but without financial means, we cannot operate. DEC receives between 60% and 70% of its revenue from industry and 0% from government core funding which makes financial sustainability challenging.

POSITION SUMMARY:

Very simply, DEC's Finance and Accounting Manager is a one-person accounting department that combines the skills of financial planning and the day-to-day accounting activities including AR, AP, and transactions tracking and recording. The position reports to the President and the Treasurer of the Board and is responsible for providing support to these roles.

A professional experienced and knowledgeable in full cycle accounting with superior organisational skills, the ability to multi-task, and a passion for detail. The position also provides support to project managers as needed.

FLEXIBILITY

CALGARY OFFICE OR REMOTE

SKILLS

- Excellent organisational and time management skills with the ability to be flexible
- Excellent problem solving, decision making and analytical skills
- Excellent written and oral communication skills
- High level of attention to detail and accuracy
- Proficiency with Intuit QuickBooks online accounting software
- Proficiency in Microsoft Word, Excel and PowerPoint to prepare documents, correspondence and spreadsheets

DUTIES AND RESPONSIBILITIES

- Annual budgets, forecasting, analyses, and risk management
- Balance and reconcile accounts
- Cash flow management and forecasting
- Develop and continuously improve financial policies, procedures, and internal controls
- Liaise with vendors on any outstanding invoices
- Maintain and archive detailed financial records
- Monitor and prepare payables and receivables
- Monitoring legislation governing the financial management of Canada's NFP
- Monthly bank reconciliation
- Payroll accounting
- Prepare and submit GST filings
- Prepare annual CRA tax returns
- Prepare journal entries and financial reports, with variance analyses
- Process cash, credit, and on-line payments, and deposits
- Quarterly Financial Statements and Accruals
- Support the annual audit process

CONTRACT HOURLY OR PART-TIME SALARIED

PERSONAL ATTRIBUTES

- Genuinely interested in contributing to the success of the organisation
- Honest, respectful and trustworthy
- Ethical

EDUCATION AND QUALIFICATIONS

- Post-secondary education in Accounting or a professional designation
- 10 years' experience in Accounting in a small to mid-size company preferably with non-profit experience

DEADLINE: OCTOBER 16, 2023

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