



Catholic Christian
O U T R E A C H

Finance Associate

Position Type:	Full Time
Job Region/Location:	CCO Headquarters in Ottawa, ON
Reports to:	Director of Finance
Working Conditions:	Normal Office Conditions
Funding:	Support Team and Partnership Development
Application Deadline:	19 March 2019

Position Overview

Catholic Christian Outreach is a young and dynamic Catholic movement dedicated to fulfilling the Church's mission of evangelization on university campuses. The Finance Department plays a key role in establishing a strong foundation to support the fulfillment of this mission. The Finance Associate serves to care for our staff and donors in making their administrative experience one that is positive, hospitable, and efficient.

Main Job Tasks and Responsibilities

- Assist in management of Accounts Receivable, Accounts Payable and General Ledger
- Perform Period End Procedures
- Basic data entry and project work
- Assist in management of donor records and donor relations
- Timely and accurate processing of all donations
- Perform account investigations and reconciliations
- Communicate with donors and employees via phone, email, mail or personally

Education and Experience

- Bachelor degree in commerce or related field recommended
- Knowledge of general accounting principles recommended
- Prior work experience in accounting, donor management, or finance is an asset, but not required
- Knowledge of CCO an asset, but not required

Key Competencies

- Knowledge of Blackbaud Financial Edge and Raiser's Edge an asset, but not required
- Proficient in Microsoft Excel and Google Drive
- Proficient in data entry
- Organization and prioritization
- Attention to detail and accuracy
- Problem analysis and problem-solving skills
- Initiative and teamwork
- Confidentiality
- Communication skills

Additional Info:

- This position may also be available for co-op positions and summer students

Support Team and Partnership Development (STPD)

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

We thank all applicants for their interest. However, only qualified applicants will be contacted.

For more information on this or other employment opportunities with CCO, please contact our Human Resources Department at hr@cco.ca or (613) 736-1999.