



Catholic Christian
O U T R E A C H

Senior Accountant

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 Senior Accountant serves to ensure our fiscal responsibilities are upheld and aligned to serve the heart of our mission with integrity, professionalism and excellence.

Main Job Tasks and Responsibilities

- Assist in co-ordination and processing of Accounts Receivable, Accounts Payable and General Ledger
- Co-ordinate national budget process
- Co-ordinate preparation and analysis of regular financial statements
- Maintain & develop strong internal controls in keeping database clean
- Perform period end procedures
- Strengthen processes, systems and efficiencies
- Perform account investigations and reconciliations
- Communicate with vendors/clients/employees via phone, email, mail or personally

Education and Experience

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

Key Competencies

- Knowledge of Blackbaud Financial Edge an asset
- Proficient in Microsoft Excel and Google Drive
- Proficient in data entry and management
- Organization and prioritization
- Attention to detail and accuracy
- Problem analysis and problem-solving skills
- Initiative and teamwork
- Confidentiality
- Communication skills

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.