

Saskatchewan Council for International Cooperation (SCIC) is a non profit organization serving Saskatchewan's international development assistance agencies. We are currently looking for a Finance Officer, accountable to the Executive Director and responsible for the administration of the Council's finances.

****This position is 30% of full time (10.5 hrs/week) and is an in-scope position****

Duties:

- Ensure responsible fiscal management for the organization in conjunction with the Executive Director and Board of Directors.
- Maintain accounting records
- Prepare financial reports as required for funding bodies.
- In collaboration with the Executive Director, create budgets as required.
- Prepare financial reports as requested;
- Prepare the records for the annual audit;
- Administer payroll, including tracking vacation leave, overtime and sick leave of all employees; Process payables and receivables, including paying bills, cheques and invoices;
- Process charitable tax receipts;
- Carryout banking functions as required;
- Preparation of T4s, T4As and records of employment;
- Administer the employee benefits plan;
- Prepare and submit annual returns to Information Services Corporation and the CRA Charities Directorate;
- Other duties as assigned by the Executive Director

Knowledge, Skills, and Ability Requirements:

- Professional accounting designation
- Demonstrated expertise in financial management and administration;
- Knowledge of Canadian generally accepted accounting principles for non-profit and charitable organizations;
- Professional discretion and ability to keep necessary financial information confidential;
- Computer proficiency, including experience working with accounting software;
- Experience working with non-governmental organizations in Saskatchewan;
- Experience with member-based organizations an asset;
- Understanding of Results Based Management (RBM) an asset;
- Ability to work with minimal supervision

Applications should be forwarded to director@earthbeat.sk.ca including resume and cover-letter outlining applicants interest and qualifications. Deadlines for applications will be May 2nd, 2018, only those chosen for interview will be contacted.