



## Job Description

### Accountant

<b>Position</b>	Accountant		
<b>Department</b>	Finance & Shared Services	<b>Location</b>	Canada
<b>Reporting to</b>	CFO	<b>Travel</b>	National and international travel may be required
<b>Appointed by</b>	ADRA Canada ADCOM	<b>Supervises</b>	None
<b>Engagement</b>	Full-time	<b>Remuneration</b>	ADRA Canada Wage Scale Level 6
<b>Term</b>		<b>Disclosure</b>	The nature of ongoing employment within ADRA Canada is dependent on financial contributions from its support base. It is to be recognised that the level of financial support is of a fluctuating nature.
<b>Revision Date:</b>	September 26, 2019	<b>Applications:</b>	Open. Must be eligible to work in Canada. Submit application to <a href="mailto:stayintouch@adra.ca">stayintouch@adra.ca</a> .

#### POSITION PURPOSE

The Accountant is responsible for supporting all accounting functions related to project cost reporting. Their primary role will be to monitor project spend to budget and forecast and provide project specific information to the Project Management team at an ad hoc basis. They will also perform reconciliations, prepare project reports, and prepare accrual entries and other ad hoc support the Finance team requires as it relates to project accounts.

#### ADRA CANADA DESCRIPTION & MISSION STATEMENT

[ADRA Canada](#) (the Adventist Development and Relief Agency Canada) is the Canadian relief and development agency of the Seventh-day Adventist Church. ADRA Canada's mission is to work with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

ADRA Canada and all of its employees are engaged in supporting the Vision of the Seventh-day Adventist Church in Canada ([SDACC](#)) which is Proclaiming Christ, Nurturing Believers, and Serving Humanity. The ministry of ADRA Canada is an important part of the Christian mission of the Seventh-day Adventist Church and is done in harmony with its religious beliefs and practices.

#### KEY RESPONSIBILITIES

##### A. Seventh-day Adventist Church Relations and Ministry (10% of each work week)

- Participate in daily worship and prayers. All employees take turns in leading worship for all employees.
- Be prepared to counsel callers (including church members and others) on role of Seventh-day Adventist mission and pray with them.
- Encourage partners (including Seventh-day Adventist Conferences and congregations in Canada, other Canadian and foreign Seventh-day Adventist entities and the worldwide ADRA network) in the mission of ADRA Canada and the Seventh-day Adventist Church. Educate them, as necessary, about the ministry role of ADRA Canada as part of the worldwide Seventh-day Adventist Church movement, consistent with the religious teachings of the Church.
- Ensure that all ADRA Canada activities are carried out in accordance with the values and religious beliefs of the ADRA network and the Seventh-day Adventist Church.

**B. Operations/Technical (90% of each work week)**

- Creation of Financial Reporting Templates (Financial Reports, Project Cash Flow, FX, GL Reconciliation, Interest Calculation & Reporting Timeline)
- Completion of a Financial Lead Sheet detailing all pertinent financial information for ease of reference throughout the project duration.
- Set up a file retention structure in SharePoint and X-drive detailing payments & receipt of funds, financial reports and copies of field supporting documents for expenditures over CAD 1,000;
- Receive field financial reports from the Project Finance Analyst (PFA) and consolidate the financial data into the YTD financial reporting template ensuring the integrity of implementing field office reports is kept intact;
- Ensure that foreign exchange rates are accurately calculated and used in the preparation of financial reports.
- Prepare journal entries with supporting documentation to reflect both implementing field office and ADRA Canada expenses for posting into the accounting system;
- Review payroll project billing for accuracy and completeness and mark as “pending approval” for posting into the accounting system;
- Calculate interest earned on donor funds monthly;
- Ensure timely & proper processing of payment requests to implementing field offices & field personnel (as authorized and initiated by the Project Manager) Confirmation of available funding to be part of the process;
- Ensure timely & proper processing of payment requests to Canadian partner offices & personnel (as authorized and initiated by the Project Manager) Confirmation of available funding to be part of the process;
- Initiate inter bank transfers correcting bank balances between ADRA Canada's operating bank account & project bank accounts;
- Create project account codes in the accounting system and ensure that GL account codes are sufficient to process the accounting transactions;
- Prepare accounting entries for the use of deferred contributions related to project expenses
- Report to management regarding the remaining funding available for projects - overall cash flow
- Close out project accounts upon project completion
- Compile information for internal audit purposes and the annual external audit and donor audits as requested;
- Provide Canadian component expense reporting to Project Finance and verify
- Perform other duties as designated

**COMMITTEE STANDING**

Member of finance Committees of relevant projects.

**EDUCATION, EXPERIENCE AND COMPETENCY**

**Essential**

1. A personal commitment to ADRA Canada’s mission, values and beliefs and a passion for social justice and international development to assist people in poverty.
2. A personal commitment to the religious beliefs, practices, structure, standards and programs of the Seventh-day Adventist Church in Canada.
3. Bachelor’s degree in Accounting/Finance (or related field). A minimum of 5 years’ financial management and accounting work combined, preferably within the context of international development work.
4. Proficiency in the use of relevant software (Excel, Word, Financial Edge).
5. Ability to engage ADRA Canada’s partners and the international ADRA network.
6. Excellent organizational skills and attention to detail.
7. Strong written and oral communications skills in English.
8. Strong interpersonal skills and the ability to maintain professionalism in sensitive and challenging situations.
9. Strong initiative. Able to anticipate needs and be proactive. Self-disciplined to meet deadlines and strong work ethic. Self-directed to act and resolve issues. Strong sense of responsibility and ability to perform while delivering superior service.
10. Ability and willingness for regular local and international travel to remote destinations.
11. Awareness of cross-cultural issues and programming.

## Preferred

1. Chartered Professional Accountant or similar qualification.

## TERMS AND CONDITIONS

The terms and conditions shall be read in conjunction with the *ADRA Canada Human Resources Manual* (as amended from time to time), the contents of which form part of the employee's obligations to ADRA Canada. The obligations of ADRA Canada are as set out in the *ADRA Canada Human Resources Manual* and the applicable employment standards legislation and regulations, whichever obligations are greater. The employer will have no other obligations except as expressly set out in a written employment contract.

**Performance Review:** A Performance Review will typically be conducted after the first three months in the position. All employees will be required to participate in annual Performance Reviews.

**Job Description Continuous Review:** This job description is intended to describe the general nature and level of work being performed by incumbents assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Job descriptions are reviewed on a regular basis and can be modified at any time to meet the needs of ADRA Canada.

**Physical Requirements:** Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by the *ADRA Canada Human Resources Manual*, are required.

**Working Conditions:** Essential responsibilities are performed either in a home office situation or in the local ADRA Canada office, or in travelling conditions. **If travelling**, there will be difficult conditions and challenging environments.

## PERSONAL COMMITMENT

Being employed by ADRA Canada requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the Christian values as taught by the Seventh-day Adventist Church, as referenced in the employment contract. The employee acknowledges and agrees that this position is one of ministry within the Seventh-day Adventist Church and that membership in the Seventh-day Adventist Church and adherence to the fundamental faith and religious beliefs and practices of the Seventh-day Adventist Church is essential to the proper performance of the duties of the position. The employee must conduct him/herself, both on and off duty, in accordance with the religious beliefs and teachings of the Seventh-day Adventist Church in all respects so as not to damage ADRA Canada's reputation or harm the employee's ability to fulfil all the position's obligations. The employee must inform the Executive Director if he/she no longer adheres to, or maintains belief in, the fundamental faith and religious beliefs and practices of the Seventh-day Adventist Church.