



JOB POSTING

Position Title:	Finance Manager (Part-Time) or Finance Manager <i>plus</i> (Full-Time)
Location:	Ottawa, Canada (Hybrid Office/Remote schedule possible)
Supervisor:	CEO/Director General
Language Profile:	English (fluent); French and/or Spanish and/or Portuguese = strong asset
Salary:	Commensurate with experience
Benefits:	Health, Dental and Pension
Estimated Start Date:	As soon as possible
Application Deadline:	Applications will be assessed on an ongoing basis as they are received

ABOUT PARLAMERICAS

ParlAmericas is the inter-parliamentary institution that promotes parliamentary diplomacy in the inter-American system. Convening the national legislatures from North, Central and South America and the Caribbean, ParlAmericas works to strengthen democratic governance in the hemisphere by enhancing the ability of legislators to fulfill their roles and responsibilities through exchanges of good practices, the production of tailored resources, and by promoting cooperative political dialogue between parliaments and with civil society organizations at a regional and national level.

POSITION SUMMARY

ParlAmericas is seeking an experienced professional with a background in finance and accounting in the non-profit sector.

The core position is Finance Manager, but with the current volume of work and scope of ParlAmericas' financial management needs, this role would take approximately 20-25 hours per week (at minimum scheduled across three days per week, but flexibility exists should the selected candidate wish to work part-time hours five days per week). Qualified candidates seeking fulfilling professional part-time work are encouraged to apply.

As a small and dynamic organization, ParlAmericas has many operational needs, and as such, we are prepared to build-out the Finance Manager position to a full-time role for an multi-talented individual with one or more of the following additional skill sets:

- (1) Human resources
- (2) Executive and Board support
- (3) Operations and business process optimization
- (4) Event management
- (5) Fundraising and grant writing

The Finance Manager's priority responsibility will be to lead on all budgeting, accounting, financial reporting and financial process management in ParlAmericas' day to day operations and program delivery, in addition to taking on other tasks and duties where ParlAmericas has existing operational needs as outlined above that are aligned with the selected candidate's skills and professional goals as identified through this application process.



The ideal candidate will have experience working in a small business environment, understanding that working at ParlAmericas requires roll-up your sleeves, hands-on involvement in all facets of our operations. The finance “team” is small, comprised of project staff who support activity delivery in addition to their finance administration duties, and the Finance Manager needs to be skilled and experienced to be the financial controller for the organization, while at the same time able and willing to undertake bookkeeping and data entry functions to pitch-in and alleviate pressure on support staff when needed.

RESPONSIBILITIES

Financial Manager (PT 20-25 hours per week or approx 60% of a FT position)

- Ensure compliance with, and improve, financial and accounting operations, systems and procedures; ensure records systems are maintained in accordance with generally accepted auditing standards and donor requirements.
- Monitor operational and donor budgets, including revenue recognition, operating expenditures, salary updates, and program/project expenditures.
- Oversee the accounts payable and receivable functions.
- Manage the organizations’ cash and investments, including monthly reconciliations and related journal entries.
- Ensure compliance with contracts, funding agreements and corporation reporting requirements.
- Prepare timely financial statements, financial reports, special analyses, and information reports for the CEO, program staff and the Board of Directors.
- Manage the annual audit process, and project audit processes as they arise.
- Administer payroll and coordinate with the benefits administrator (*Note: the successful candidate can be trained on this if they have not had prior experience with payroll.*)
- Coordinate with ParlAmericas’ programming staff to plan and manage the financial components of project activity implementation including budgeting, monitoring of expenditures, ensuring timely and accurate reconciliation, collecting of financial records including on cost-shared components of activities and documentation of any variance.
- Perform ongoing financial and variance analysis through projects’ implementation and offer recommendations for possible improved courses of action to ensure efficient use of project funds.
- Prepare detailed annual project budgets and quarterly/semi-annual activity and output level financial and narrative variance analyses for donor reports in coordination with staff responsible for project monitoring and evaluation and donor reporting to ensure alignment.
- Review monthly project expenses, bank reconciliations and GLs, and manage cash balances for all projects at HQ and in coordination with finance staff of partner organizations where relevant.
- Analyse funding requests from partner organizations to verify alignment with relevant project objectives and budgets and eligibility under donor agreements.

Other Operational Duties (approx 40% of a FT position)

To be defined through the application process in accordance with the candidate’s professional experience and goals as they relate to the list of current operational needs detailed above.

QUALIFICATIONS

- Eligibility to work in Canada and ability to perform work from the ParlAmericas Secretariat Office located in Ottawa, Canada.
- A CPA designation and/or a degree/diploma in project management, business administration, finance, accounting or a related field combined with applied experience working in accounting software (experience working in Sage 300, formerly known as ACCPAC considered an asset).
- Minimum of 7 years working in accounting and finance, with a minimum 3 years experience in a controller or finance manager role.
- Ability to prepare financial reports, develop and maintain budgets, monitor cash flows and expenditures, and maintain complete project finance and procurement records.
- Knowledge of Global Affairs Canada and other funder budget and finance terms and conditions and reporting guidelines is considered a strong asset.
- Previous experience as a team-lead or with management of staff.
- Excellent ability to communicate orally and in writing in English. Working knowledge of one or more of ParlAmericas' other working languages (Spanish, French or Portuguese) is considered an asset.
- Strong analytical, communication and problem-solving skills. Capacity to identify and articulate potential challenges and solutions in a concise and clear manner.
- Excellent interpersonal skills and a proven ability to develop productive working relationships with staff, peers and external stakeholders.
- Ability to function with a significant level of flexibility and autonomy, performing various tasks under competing deadlines in coordination with other staff while demonstrating initiative and sound judgment.
- Exceptional project management, time management and organizational skills.
- Highly computer literate with advanced knowledge of MS Excel, MS Office Suite, and finance system automation
- Demonstrated problem solver with the ability to make and implement business process improvements.
- Ability to develop policies, procedures and guidelines and to coach and educate others in management reporting requirements.
- Accuracy, thoroughness and high attention to detail and follow-up.

WORKING CONDITIONS:

The ParlAmericas International Secretariat is a small, dynamic, multicultural, multilingual team of professionals. A flexible hybrid remote/office schedule is possible for this role, but it is expected that occasional onsite work at the ParlAmericas Secretariat's Ottawa office will be required for this position. Depending on the expanded role as a full-time position, job duties may include occasional travel to countries in Latin America and the Caribbean.



TO APPLY:

Please send your C.V. and a cover letter in English describing what you can bring to the position and the organization. Clearly identify if you are seeking part-time or full-time employment. For those applying for a full-time position, please identify which other operational skills you seek to contribute (HR, Event Management, etc.). Applications should be sent to info@parlamericas.org with the subject header "Finance Manager".

Applications will be considered on an ongoing basis until the position is filled. Only shortlisted candidates will be contacted. No phone calls please.

ParlAmericas is an equal-opportunity employer, offering competitive compensation and a stimulating, professional work environment. Visit us at www.parlamericas.org.