

Financial Services Officer

Full-time position | Available immediately

Description:

Alpha Ministries Canada, a national Christian non-profit organization with offices in New Westminster, BC, seeks an intermediate accounting student or experienced accountant in fund accounting. We are a team, and as such we get to encourage and support each other to perform at our best as we care for the Church and a variety of constituents. We need someone to join our team that will contribute to our high level of stewardship and accountability that Alpha Canada is known for.

Expertise / Experience:

To be a candidate for this role you will possess at least three years' experience in an accounting office or department and two years' experience with fund accounting. He or she will be skilled with accounting software, a CRM and MS office programs. French written and verbal skills are an asset.

We seek a well organized, self-motivated, and driven for excellence individual that is comfortable working with deadlines and a fast-paced team environment. He or she will have the ability to prioritize and co-ordinate an array of tasks within the financial department. This opportunity is for the person who desires to bring hope and confidence to his or her team and the Church in Canada.

Responsibilities (what you get to do):

- Provide objective financial analysis
- Manage and work with a variety of financial instruments
- Self-direct for optimal work flow processes
- Innovate with new financial solutions
- Provide timely financial reporting
- Participate in the growth and maturity of a progressive non-profit organization

Alpha Canada is dedicated to partnering with the Church in Canada and its volunteers that run Alpha.

Compensation:

Salary is competitive within the non-profit sector of our size, and commensurate with experience. Benefits package included.

How to apply:

Please e-mail a cover letter, resume and your references to jryan@alphacanada.org, or mail to the following address noting:

Re: Application – Financial Services Officer

Alpha Ministries Canada
Attention: Director, Corporate Services
101 – 26 Fourth St.
New Westminster, BC
V3L 5M4

See our website alphacanada.org for more information — no phone calls or other email inquiries will be accepted.

