



**JOIN OUR TEAM. UNLEASH YOUR FULL POTENTIAL. DEFY NORMAL.**

## ACCOUNTANT

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<b>Organization:</b>	Plan International Canada
<b>Reports to:</b>	Senior Manager, Finance
<b>Location:</b>	Toronto, (Mount Pleasant & Eglinton)
<b>Status:</b>	Permanent, Full-time

### About You

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives in developing countries?

Are you an accounting professional willing to take on responsibility for vendor payments and expense reimbursements? Are you a trusted team member who is proficient in MS Dynamics GP and Office Suite with advanced Excel and data analytical skills, with a collaborative working style and an ability to engage with diverse internal stakeholders adding value to organizational excellence and encouraging creative problem solving?

### The Position

- Prepare and process high volume of intercompany recharges and maintain accurate and timely monthly logs
- Ensure appropriate allocation of recharges per cost allocation categories, coding to the correct general ledger accounts, ensure appropriate backups and approvals are in place in accordance with Plan International Canada policies
- Process monthly journal entries related to intercompany transactions, prepaids and accruals
- Prepare annual T3010 registered charity returns
- Communicate and work closely with internal and external clients to ensure timeliness and accuracy of intercompany transactions
- Prepare interim and year end audit schedules

### What does success look like?

- An aptitude for analysing transactions/balances with attention to detail and accuracy
- A proven track record of multi-tasking and working under tight deadlines while being able to work autonomously

- Accuracy, completeness and timeliness as well as quality customer service and relationship building with key stakeholders within Plan International Canada.
- A flexible and adaptable work style; open to collaboration with strong personalities and professionals; thrive in a fast-paced evolving work culture
- Strong organizational, time management, problem solving, interpersonal and written/verbal communication skills
- A passion for mission driven work and personal values aligned with those of Plan International Canada's organizational values

**As our ideal candidate you will have:**

- Successfully manage multiple transactions simultaneously coordinating communication across departments and levels within the organization in a timely manner
- University graduate with a professional accounting designation (CPA/CA/CMA/CGA)
- Excellent analytical, problem solving and inter personal skills with working knowledge of MS Dynamics GP 2015
- Sound technical knowledge of ASPE and IFRS and experience with ASNPO and financial instruments is an asset
- Bring forward ideas to create efficiencies in handling day to day tasks
- A quick learner with proactive approach

**Why a career with Plan International Canada?**

Are you ready for an opportunity to join one of the largest not for profit organizations in the world? Are you excited about playing an important role in positively impacting the future of millions of children and families globally?

Plan International Canada is a member of a global organization dedicated to advancing children's rights and equality for girls. We are calling on all Canadians to Defy Normal: to take a stand anywhere children are oppressed, exploited or left behind and girls aren't equally valued. Together, we can create a world where all unleash their full potential.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are active in more than 70 countries.

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. Join our high performing, diverse team and change your career...positively impact the world! Further information can be found at: [plancanada.ca](http://plancanada.ca).

**How to apply:**

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your CV and covering letter, outlining your skills, experience and salary expectations to [gethired@plancanada.ca](mailto:gethired@plancanada.ca) by **March 24, 2019**. Please reference **Accountant** in the subject line.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any

stage of the recruitment process providing the applicant has met the bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Consistent with our Safeguarding Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity however only those selected for an interview will be contacted. No phone calls please.

**Thank you for your interest in a career at Plan International Canada!**