Title: Accounting Officer

Location: Toronto, Canada.

Salary: $45,000 - $50,000 CAD (depending on experience)

Type of Position: permanent

About the World Green Building Council

The World Green Building Council (WorldGBC) is a global network leading the transformation of the built environment to make it healthier and more sustainable. Collectively, with our Green Building Councils (GBCs) in around 70 countries, we accelerate action to deliver on the ambition of the Paris Agreement, by eliminating the buildings and construction sector's emissions by 2050. We are committed to green buildings for everyone, everywhere to build a better future.

The World Green Building Council, headquartered in London UK with an office in Toronto, currently has almost 20 employees including Regional Heads located in five different regions of the world.

The WorldGBC Accounting Officer

The Accounting Officer will support the Finance and Accounting Manager in managing the day-to-day running of WorldGBC's accounting and finance.

The WorldGBC Accounting Officer role will be complex and interesting, due to the international nature of the organisation, the diversity of currency used on a daily basis and US and Canadian accounting rules.

The Accounting Officer will report directly to the Finance and Accounting Manager.

Specific responsibilities include:

- Perform daily general accounting, accounts receivable and accounts payable tasks on Dynamics GP and Concur
- General accounting tasks including inputting of general, bank and accrual entries
- Preparation of revenue invoices, recording cash receipts, creating credit notes in GP, and provide monthly updates on invoices that are past due more than a certain number of days
- Taking over the accounts payable process: Ensure invoices are properly coded and approved by the correct budget holders on Concur Invoice, inputting of invoices in Dynamics GP, input of wire transfer requests, ensure all vendors are paid on a timely basis and respond to all vendor inquiries; Inputting of all employees and CEO monthly out of pocket and corporate credit card expenses
- Preparation of CEO and Operations Director's corporate credit card expenses on Concur Expense
- Responsible in assisting the Finance and Accounting Manager in month end and year end closing, and to ensure all closing duties are input on time, the preparation of annual audit, monthly management reports and US tax return
- E-filing of all journal entries, revenue/vendor invoices and backups for easy reference
- To contribute to the development, implementation and upkeep of internal accounting and finances policies and procedures
• Undertake any ad hoc activities or assignments that may be delegated

Experience
• At least 2 years of experience in finance, preferably with experience in a not-for-profit environment.
• College diploma or undergraduate degree in business/commerce
• Knowledge of US GAAP and US reporting, especially for not-for-profits
• Computer literacy and aptitude for systems applications to facilitate analysis and efficiencies, proficient with Microsoft Excel (eg: pivot tables, lookups)
• Prior experience with Dynamics GP, Concur Expense and Concur Invoice highly desired
• Quick learner and able to adapt to new environments quickly
• Able to work independently with little to no supervision
• Proactive
• Able to work in a team environment
• Ability to multi-task and set priorities, strong work ethic
• Proven ability to meet tight deadlines
• High level of attention to detail and accuracy
• Strong interpersonal skills, collaborative and able to build positive peer relationships within a diverse team located in multiple offices globally
• Excellent analytical and problem-solving skills, with a track-record for thinking through challenges, and drawing on other staff and peer organizations to achieve goals
• Interest in and support for WorldGBC’s work with business leaders and our mission

The ideal candidate is:
• A strategic thinker – has an ability to focus on the end goal and ensure that every activity and approach is directed towards this goal
• A creative mind – will innovate with approaches and engagement techniques
• A relationship builder – will listen to the needs of the team, industry and GBCs, and work collaboratively
• Able to develop and implement a workplan - be meticulous in managing deadlines and deliverables, working with the marketing team and WorldGBC colleagues to ensure on-time delivery

To apply, please send a CV and covering letter to office@worldgbc.org by 11:59 PM EST on 28 June 2020.

WorldGBC thanks all applicants but will only respond to short-listed candidates.