

**Canadian Physicians for Aid and Relief (CPAR)
Senior Accountant**

Founded in 1984 in response to the famine in Ethiopia, Canadian Physicians for Aid and Relief (CPAR) is a non-profit organization working in partnership with vulnerable communities and diverse organizations to overcome poverty and build healthy communities in Africa. Through our programming, CPAR supports community efforts to address the determinants of health by:

- Increasing access to nutritious food and clean water
- Improving hygiene and sanitation practices
- Promoting Primary Health Care services
- Developing sustainable livelihoods

CPAR is currently seeking a dynamic individual to join our finance and accounting team as a Senior Accountant. Working under the supervision of the Director of Finance, the Senior Accountant is primarily responsible for preparing financial reports, processing donations, and providing relevant financial information to headquarter and country office staff.

Position Type: part-time (2-3 days a week)
Duration: Permanent
Start date: May 15, 2017
Reporting To: Director of Finance
Salary: 50-55 000 (prorated)
Location: Toronto, Ontario, Canada

Desired Qualifications (Skills/Experience):

- Highly motivated and experienced, with a minimum of five years' experience, preferably in the non-for-profit sector
- Knowledge and understanding of GAAP, as it applies to the non-for-profit sector
- Experienced in accounting processes, including bank, and account reconciliation and preparation of timely financial reports, and consolidations
- Experience in budgeting, and variance analysis
- Hand-on experience with Sage300, a must
- Proficiency in use of Excel
- Ability to plan, organize and expedite diverse tasks in a timely and efficient manner. Ability to work both independently and as part of a cohesive team
- Superior written and verbal communication, and inter-personal skills
- A strong attention to detail and consistency in practices to maintain the integrity of the organization's financial records and assets
- Supervisory experience desirable, but not essential

How to Apply:

To apply for this role please forward a CV and cover letter outlining your skills and experience as they relate to this position by April 28, 2017 to The CPAR Hiring Committee at accounting@cpar.ca. Please send your application letter and CV as one document and reference "Senior Accountant" in the subject line.

To learn more about CPAR, please visit our website at www.cpar.ca

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