

MCC Job Description

Assignment Title **Shared Program Accountant**

Reports to: Share Program Accounting Manager

FTE: 1

Location: Winnipeg, MB

Grade: 6

Overtime Status: Non-exempt

% Travel Required: 5%

Resumes Accepted Until: January 13, 2019

Start Date: Immediately

Withdrawn Reason

All MCC workers are expected to exhibit a commitment to: a personal Christian faith and discipleship; active church membership; and nonviolent peacemaking.

MCC is an equal opportunity employer, committed to employment equity. MCC values diversity and invites all candidates who are qualified and legally eligible to work in Canada to apply.

Synopsis: This position is part of MCC Canada's Financial Services Group with the primary responsibility being to perform the accounting and financial reporting for MCC Canada's involvement in MCC's Shared Program. This position will be under the supervision of MCC Shared Program Accounting Manager and will work in collaboration with the MCC Canada, Director of Finance and with the MCC Canada Finance team. The MCC Shared International program is a shared program of MCC Canada and MCC US. This is a salaried position.

To apply: Please upload a cover letter and a resume as one document to the MCC system.

Qualifications:

- bachelor's degree in accountancy, finance, international business or similar educational training
- enrollment in a CPA program is desirable
- 2-3 years of accounting experience
- Demonstrated technical competence with Dynamics GP and Microsoft Office
- Proven efficiency in time management and organizational skills to meet required deadlines.
- experience working in an international setting is an asset

Contact/Relationships: Frequent/extensive contacts initiated with country office staff and with Financial Services staff in Canada and U.S.

Supervision: This position does not supervise personnel. .

Complexity/Competencies: Reviews international country financial reports and identifies potential problems.

Monitors the financial reporting and budgets of approximately 20 international country offices. Requires general knowledge of financial policies and procedures and ability to communicate these to international country program staff.

Independent Action: Works independently with country offices and services workers.

Initiative and Ingenuity: Problem solving with country offices, service workers and other Financial Services staff.

Communication/Interpersonal Skills: Ability to communicate clearly and effectively and to work in harmony with co-workers is essential.

Mental/Physical/Visual Demand: Good analytical skills with ability to follow up on issues in a timely manner and to stay on task until any issues are resolved.

End Result: International accounting and financial reporting provided to assist the Shared Program Department in managing its operations.

Major Responsibilities:

- 60% Accounting/Finance
- 30% Internal Audit Summaries and Spot checks
- 10% Administrative

Tasks

- Ensure that the Gospel of Jesus Christ is exemplified in the performance of all job responsibilities and through personal example.
- Participate in regular staff meetings, spending time in devotions and prayer with all in attendance.
- Model non-violent peacemaking through daily interactions with staff and the public.
- Participate in a local church and gatherings, being willing to use his or her gifts within the local faith community.

Accounting/Finance (60%)

- Assist the Shared Program Accounting Manager in reviewing monthly country reports and preparing their entry into the international general ledger. Includes coding, verifying and reconciling balances, analyzing for reasonableness and unusual items.
- Serve as the Canadian Food Grains Bank (CFGB) Financial Services resource person. Monitor and reconcile the CFGB monthly statement by agreeing

international country reported activity with Planning Learning and Disaster Response (PLDR) Department and CFGFB summaries. Regular monthly follow-up with PLDR and countries on differences between CFGFB statements and country reporting.

- Work with MCC Canada Accounting Manager to monitor other MCC Canada grants from Government Affairs Canada (GAC) and other Canadian sourced grantors.
- Work with international country offices to track and report learning tours and provide information to MCC Canada finance for the provinces involved.
- Regular communication with MCC Canada finance team to ensure all inter-company and provincial transactions related to SP are kept current and are in balance.
- Review all Shared Program payment/reimbursement requests and verify proper coding, approvals and receipts.
- Reconcile MCC Canada intercompany entries for Shared Program.
- Review wire requests for Canadian managed country programs and submit for approval and processing.
- Oversee Canadian Service Worker electronic and other payments, including checking all SW personal or other accrual accounts to ensure balances are in accordance with MCC policy prior to pay out.
- Monitor and maintain use of credit cards by international country office staff.
- Backup the Shared Program Accounting Manager on Field Accounting Software (FASWin) inquiries.
- Determine RRSP levels and other benefits for service workers as they become eligible and if/when no longer eligible and initiate timely payments.
- Track Canadian taxable items paid to overseas Canadian workers.
- Verify monthly Service Worker life insurance premiums prepaid by the U.S. Shared program accountant.
- Work with the MCC Canada Accounting Manager to prepare T4/T4A information slips for Canadian service workers.
- Assist as required in preparing documents for the year end audit process and being a liaison between international country programs and Accounting Managers.

Internal Audit and Spot checks (30%)

- Conduct spot checks for all international country offices not being audited.
- Work with MCC U.S. and MCC Canada Finance directors on logistics and audit documents for volunteer internal auditors.
- Prepare summary report on the internal audits conducted for Finance Directors and Auditors.

- Follow up with international country offices regarding the correction of internal audit or spot check recommendations.

Administrative (10%)

- Scanning, filing, photocopying as needed for Shared Program and MCC Canada.
- Work with MCC U.S. and MCC Canada Directors of Finance to update policy manuals.
- Assist MCC Canada Director of Finance with a variety of logistics related to MCC Canada Shared Program activity.
- Main resource for auditors, Financial Services and international country offices regarding the uploading of planning software documents for audit needs.

Location Description:

Winnipeg, MB:

Winnipeg is a city of approximately 700,000 people, located on the Red River, 108 kilometres north of the U.S. border. Being near the centre of Canada, it is a major transportation hub. The city's population is fairly diverse, representing people from many different cultures. Most of the people are English speaking with French, Filipino and Chinese being other predominant languages. There are about 65,000 First Nations people living in Winnipeg.

There are almost 50 Mennonite churches in Winnipeg, which is home to about 30,000 Mennonites. Winnipeg has two large public liberal arts universities and a Mennonite university (Canadian Mennonite University). There are also two Mennonite private high schools.

Winnipeg temperatures can range from 40°C (104°F) in summer to -45°C (-49°F) in winter, with average summer temperatures around 25.4°C (77.7°F) and average winter temperatures around -12.9°C (8.8°F). The main MCC building in Winnipeg is located at 134 Plaza Drive and houses approximately sixty staff persons who work for MCC Canada, MCC Manitoba or Ten Thousand Villages. Approximately half the building area is taken up with open landscaped offices, conference rooms, a library and a supply room. The rest of the area is used for MCC's Material Resource program and a Ten Thousand Villages gift shop. MCC Manitoba has a second office located on Henderson Highway. This office houses approximately 14 staff who work in specific program areas in Manitoba.