

FINANCE COORDINATOR

Mission

To support the Chief Financial Officer (CFO) as required to ensure adherence to Elections Canada financial reporting.

Roles and Responsibilities

- provides assistance to the CFO when requested, particularly between January and end of February when the bulk of tax receipts are distributed
- may be assigned specific tasks normally performed by the CFO if the CFO feels comfortable delegating those responsibilities
- other duties and responsibilities as required

Qualifications

- Background in Finance or Accounting

Assets

- Familiarity with Elections Canada financial reporting requirements and software
- Familiarity with NationBuilder