



Career Opportunity: Finance Officer

The Consilium Consulting Group, an Ottawa-based consulting firm, began active business operations in 1993. Consilium provides a broad range of consulting services, which include program and project evaluation, strategic, business and operational planning, training, organizational development, and communications. A large percentage of our clientele are First Nations, Métis and Inuit Organizations. Consilium is a part shareholder of Stonecircle Consulting, an Aboriginal management consulting company.

Job Responsibilities

Working with the Accountant, the Finance Officer will be responsible for all bookkeeping for Consilium and its associated companies, and will provide support to project managers in the preparation and administration of proposals and contracts.

The Finance Officer has 5 functional areas of responsibility:

1. Accounts Payable (25%) –ensuring proper tracking, review, approval, reconciliation, posting and disbursement of all accounts payable for multiple companies and projects;
2. Accounts Receivable (25%) – supporting project managers in developing, processing and posting invoices for clients, posting cash receipts, ensuring timely collection, reconciliation and reporting;
3. Payroll (10%) – reviewing staff timesheets weekly, posting and processing cheques and direct deposits, reconciling and disbursing payroll remittances, reconciling and issuing employee and CRA forms and reports;
4. Project Administration and Support (25%) – supporting the development, implementation, administration, bookkeeping and reporting for multiple projects using Microsoft Office, SharePoint, QuickBooks, Web Timesheet and other project management software as required;
5. Other Duties and Responsibilities (15%) – Participating in planning and staff meetings, budget development, audit preparations, supporting other staff and managers in their financial and administrative responsibilities, providing backup to the Office Manager as required.

Required Knowledge, Skills, Education/Training

- Candidates should have a relevant College Diploma or University Degree or equivalent experience in accounting and project management of a minimum of 5 years.
- Excellent proficiency in working with Microsoft Office applications. Experience working with QuickBooks (or similar) computerized accounting software is required.
- Security Clearance or the ability to get clearance.
- Excellent analytical, organizational skills

- Excellent interpersonal skills, including strong verbal and written communications skills.

Preferred Knowledge, Skills, Education/Training

- Knowledge of SharePoint, Microsoft Project and Web Timesheet would be beneficial.
- Full time experience providing administrative support to a diverse team of professionals.

Working Conditions

- This position will be based in Ottawa, Ontario
- The employee will be expected to know, accept and follow all approved Consilium Policies and Procedures – including Confidentiality and Non-Solicitation Agreements
- Must be comfortable working in cross-cultural settings, particularly with various Inuit, Métis and First Nations' groups, organizations;
- Expected to handle multiple tasks and projects simultaneously and work on projects with tight deadlines;
- Must be self-motivated and work with a minimal amount of supervision
- Travel, (by car or airplane), occasionally to rural and remote communities, will be required.

Salary range is \$44,000 to \$60,000 depending on qualifications, plus benefits.

Candidates wishing to be considered for this position should provide a letter of interest, curriculum vitae and three references to:

Leslie Sutherland
Office Manager
Consilium Consulting Group
488 Gladstone Avenue
Ottawa, ON K1R 5N8
Sutherland@consilium.ca

Applications will be accepted until Friday, December 5th, 2008