



Last Updated: March 2025

Job Title

Accounting Officer

Impact Statement

A member of the Finance and Administration Department, the Accounting Officer is responsible for completion of the day-to-day accounting function in MSF Canada. Their strong attention to detail, skilled reconciliation, and solid accounting acumen makes them a foundational driver of the integrity of MSF's financial reporting. The Officer takes pride in delivering complete and timely results, to support decision-making. As a member of our service-oriented department, the Officer will communicate technical requirements clearly to colleagues and reflect the humanity, which is core to our social mission, in everyday interactions.

Key Areas of Responsibility

- Ensuring complete, accurate, and timely financial record-keeping (and reporting, as required).
- Reviewing general ledger accounts, preparing balance sheet and income statement schedules, and adjusting journal entries for accuracy and completeness.
- Completing review and approval of accounts payable and accounts receivable transactions, trouble-shooting complex transactions with the Accounts Payable Administrator.
- Performing complex private revenue gift reconciliation and reporting, working closely with Fundraising Department colleagues to ensure the accuracy and completeness of gift recognition, including accounting for donated securities.

Technical Competencies

Accounting; Knowledge of accounting methods, processes, and tools; ability to use these to maintain and prepare financial statements and reports. Proficiency Level: 3

- Formulates accounting practices for general ledger, A-P, A-R, and assets.
- Supervises all aspects of an accounting function.
- Develops an accounting system for the management of assets, liabilities, and transactions
- Oversees the process and data flow between accounting systems and sub-systems.
- Consults on the effectiveness and efficiency of accounting process flow.

Financial and Accounting Systems; Knowledge of functions, features, and capabilities of financial and accounting systems; ability to use financial and accounting applications specific to the organization. Proficiency Level: 2

- Coordinates major system interfaces and criticalities.
- Selects key business and technical contacts in the event of a production problem.
- Implements data flows between financial and accounting systems.
- Utilizes operating requirements for the financial environment.
- Works with specific financial or accounting systems and sub-systems.

Financial Reporting; Creates and customizes organizational methods and procedures for financial reports.

Proficiency Level: 2

- Implements organizational methods and procedures for financial report writing.
- Analyzes errors or inaccuracies in financial reports.
- Uses basic tools to create simple financial reports.
- Monitors compliance with organizational standards for financial report writing.
- Follows organizational practices and guidelines for product profitability reporting.

Accounts Payable; Knowledge of organization's billing requirements and ability to utilize the proper tools and follow accounts payable practices and procedures. Proficiency Level: 3

- Trains others in reconciliation and back period adjustment practices and procedures.
- Resolves common and complex A-P errors or problems.
- Supervises all aspects of maintaining accounts payable records.
- Teaches the practices for interdepartmental, partnership, and special case processing.
- Delegates tasks relating to key issues and considerations for day-to-day A-P operations.
- Analyzes data flow between the A-P, General Ledger, and other financial systems.

Tax Regulations; Knowledge of federal, provincial, and local tax procedures and regulations; ability to adhere to these when filing forms as they pertain to a particular business or industry. Proficiency Level: 2

- Assists in analyzing tax liability in at least one area of the business.
- Clarifies the rationale behind specific tax rates and regulations.
- Explains the impact of taxation on the organization's bottom line.
- Prepares basic tax forms for filing.
- Follows current general tax regulations as they pertain to own industry.

Core Competencies

Accuracy and Attention to Detail; Understanding of the necessity and value of accuracy and attention to detail; ability to process information with high levels of accuracy. Proficiency Level: 3

- Productively balances speed and accuracy.
- Employs techniques for motivating personnel to meet or exceed accuracy goals.
- Demonstrates expertise in quality assurance tools, techniques, and standards.
- Evaluates and makes contributions to best practices.
- Processes large quantities of detailed information with high levels of accuracy.
- Implements a variety of cross-checking approaches and mechanisms.

Analytical Thinking; Knowledge of techniques and tools that promote effective analysis and the ability to determine the root cause of organizational problems and create alternative solutions that resolve the problems in the best interest of the business. Proficiency Level: 3

- Approaches a complex problem by breaking it down into its component parts.
- Chooses among a diverse set of analytical tools according to the nature of the situation.
- Organizes and prioritizes the sequence of steps to be taken to remedy the situation.
- Quantifies the costs, benefits, risks, and chances for success before recommending a course of action.
- Identifies many possible causes for a problem based on prior experience and current research.
- Seeks discrepancies and inconsistencies in available information; explains variances.

Problem Solving; Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving organizational, operational or process problems; ability to apply this knowledge appropriately to diverse situations.

Proficiency Level: 3

- Organizes potential problem solvers and leads problem resolution efforts.
- Uses varying problem-solving approaches and techniques as appropriate.
- Contributes to standard practices for problem-solving approaches, tools, and processes.
- Develops successful resolutions to critical or wide-impact problems.
- Analyzes and synthesizes information and devises alternative resolution strategies.

Teamwork and Collaboration / Interpersonal Relationships; Knowledge of the techniques and the ability to work with a variety of individuals and groups in a constructive and collaborative manner. Proficiency Level: 2

- Collaborates with departmental associates and management.
- Demonstrates an understanding of alternative points of view.
- Explains impact of interactions with individuals and groups.
- Identifies roles and responsibilities for self and others.
- Adapts interaction style to situations and people.

Knowledge and Experience

- Progressive accounting, finance & administration experience in industry, non-profit, or accounting firm
- Working knowledge of multiple accounting and financial software applications
- Experience summarizing and analyzing large sets of data using spreadsheet software
- Knowledge of charitable sector accounting principles and regulations a bonus

Education, Languages, and Certifications

- Completion of university-level accounting courses or a relevant degree
- Proficiency in English

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required
- Hybrid work model (40% in MSF Canada office and up to 60% work from home)
- Office environment is open concept and workspace is shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor

Job Information

Position Level: Individual contributor

Department: Finance and Administration

Position Status: Permanent

Activity Rate: 100% (37.5 hours/week)

Location: Toronto

Salary Grade: Level 14 on the MSF Canada Salary Grid, \$70,676 per year

Benefits: Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D, LTD), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no matching required), starting 4 weeks' vacation/year, flexible work hours, annual professional development budget,

Employee and Family Assistance Program (EFAP), and a positive and innovative office culture grounded in our core values of humanity, integrity and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets, is needed to address the global threat of climate change.