



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: Coordinator, Program Accounting

Supervisor: Business Director

Location: Flexible within Canada

Status: Full-Time, Not Exempt from Overtime, Fixed Term (through April 30, 2022)

Possibility for extension depending on funding and performance

At the Sustainable Forestry Initiative® Inc. (SFI), we believe that sustainable forests are critical to our collective future. SFI® is a sustainability leader through our work in **standards, conservation, community, and education**. As an independent, non-profit organization, we collaborate with our diverse network to provide solutions to local and global sustainability challenges. SFI works with the forest sector, brand owners, conservation groups, resource professionals, landowners, educators, local communities, Indigenous Peoples, governments, and universities. SFI Inc. is governed by an independent three-chamber board of directors representing environmental, social, and economic sectors equally.

Project Learning Tree Canada (PLT Canada), an initiative of the Sustainable Forestry Initiative, envisions a world that values and benefits from sustainably managed forests and the great outdoors. PLT Canada is committed to using the outdoors to engage students in learning about the world around them—in urban, suburban, rural, and Indigenous communities, and using trees and forests as windows on the world to inspire action.

PLT Canada's Coordinator, Program Accounting, will join our Operations and Finance team and support accounting and reporting on various funding agreements. This position will play a pivotal role in supporting PLT Canada's Green Jobs programs that provide work experiences and career supports for thousands of young professionals across Canada. This role supports the Business Director in ensuring compliance with federal government contribution agreements in addition to providing accounting support to track program expenses and reimbursements to employers that support youth in work experiences.

ESSENTIAL JOB FUNCTIONS:

- Perform the day-to-day accounting in accordance with generally accepted accounting principles (GAAP) including the preparation and/or review of various journal entries, and month-end reconciliations.
- Perform the weekly cycle of Accounts Payable according to the A/P schedule.
- Assist Business Director with reviews of various funding contracts that range from programmatic support to work experiences for youth, take all necessary measures to stay compliant with contract requirements.
- Perform financial review of green job invoices related to work experiences for youth and payroll information provided and prepare any adjustments needed for the grant disbursements to employers.
- Assist with financial and compliance monitoring of transactions on all PLT Canada projects.
- Assist Business Director in preparing and coordinating the timely completion of the annual audit and necessary tax filings.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in accounting;
- Minimum 2 years of experience in finance, accounting and compliance;
- Minimum 2 years of experience in a not-for-profit organization;
- Experience in working with Canadian federal government grants and agreements preferred.

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- Working knowledge of GAAP, internal controls and requirements for a not-for-profit/charity organization.
- Excellent attention to detail and a high-level of accuracy and project follow-through.
- Experience in project accounting.
- Proficient knowledge of financial systems.
- Proficient in Microsoft Office software with intermediate MS Excel skills
- Excellent oral and written communication, organizational and interpersonal skills.
- Demonstrate ability to take initiative and work independently, as well as collaborate well with others in meeting deadlines.
- Demonstrate ability to respect confidentiality and exercise discretion with sensitive and privileged information.
- Adaptable working mentality coupled with the ability to conduct oneself on a professional manner.
- Ability to work on multiple complex projects in a fast-paced environment, handling tasks with diplomacy, tenacity, patience, and a drive for results.
- A sound work ethic with the ability to act both independently and as part of a team.

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of Mila Snejinska, at careers@forests.org. Subject line should say "Application: Coordinator, Program Accounting". Applications will be accepted until the position is filled.

SFI Inc. is proud to provide our employees with a collaborative, dynamic, and rewarding professional experience, with a competitive compensation and benefits package and growth opportunities. We are committed to creating a diverse environment and being an equal opportunity employer. Our team represents a broad range of cultures, education, disciplines, and work and life experiences, and we strive to leverage these differences in our daily work. We will not discriminate against any employee or applicant on the basis of race, color, national origin, religion, age, gender, gender identity or expression, sexual orientation, disability, or any other protected characteristic. We believe in creating an empowered and supportive team that is committed to advancing sustainability through forest-focused collaborations. Learn more about [SFI Staff Culture](#).