



United Nations
Organization for Education,
Science and Culture
Organisation des Nations
Unies pour l'éducation, la
science et la culture



Fundy Biosphere Reserve
Réserve de la biosphère
de Fundy

UNESCO Biosphere Regions are places where people share a way of living with nature that builds a future we're proud of. We model solutions for a sustainable future, celebrate cultural and biological diversity, and empower people to engage with one another and with nature in healthier ways. The Fundy Biosphere Region contributes to building vibrant and resilient human and environmental communities through conservation and promotion of sustainable development in the Upper Bay of Fundy region.

Fundy Biosphere Region is looking for an enthusiastic **Finance Administrator** for the management of the multiple organization's financial accounts including payables, receivables, projects, payroll, and preparation of financial statements. The successful candidate will be part of a collaborative team of multiple eNGOs and will manage bookkeeping for a group of organizations. Attention to detail and good organizational skills will be required to thrive in this position.

Training for this position is available so we encourage all interested individuals to apply.

Responsibilities:

- Familiarize yourself with the the collaborative's missions, visions, and projects
- Manage multiple financial accounts, record keeping, reporting and remittances
- Reporting directly to Executive Directors of the collaborative

The following duties may be assigned.

- Prepare and distribute all payables bi weekly
- Prepare and distribute all receivables
- Reconciliation and submission of HST, if applicable
- Responsible for deposits and Bank reconciliations
- Financial Record keeping of physical and electronic for current year and historical years
- Oversee payroll, information slips, remittances to employees bi-weekly
- Submit and reconcile employee taxes, CPP & EI on monthly basis to CRA
- Prepare employee T4's annually
- Prepare and submit annually, Form 100 as well as proper reporting of any workplace incidents to WorksafeNB
- Prepare financial statements on quarterly basis or as requested
- Prepare documentation for all financial audits and annual reviews
- Ensure Governance and Finance procedures/policies are followed
- Preparing submissions for, and financial reporting and auditing on funding projects
- Other duties as assigned

Required Qualifications (essential):

- Post-Secondary Education in Accounting/Financial Management or equivalent work experience
- Advanced computer skills in SAGE, Microsoft Office Suite, Google Workspace
- Excellent communication skills and attention to detail
- Ability to manage efficient financial reporting systems and regular reporting schedules for time-limited projects, as well as provide the Executive Director and board members with (minimum) quarterly budget updates and financial reports upon request

Asset Qualifications (non-essential)

- Bilingual in both official languages
- Residing within the Fundy Biosphere Region

Term and rate: Part-time or full time hours available. Work-from-home or office available. Typically weekdays with some/rare evenings/weekends, 35h per week, remuneration based on experience.

Please send your resume and cover letter to info@fundy-biosphere.ca as soon as possible. If you have any questions, please contact Jennifer Dingman at (506) 874-3272.