



# Union of Medical Care and Relief Organizations Canada

## Finance & Accounting Manager – UOSSM Canada

Location: Hybrid

Employment Type: Full-Time

### About UOSSM Canada

UOSSM Canada is a humanitarian medical organization dedicated to providing emergency relief and sustainable healthcare services to people affected by crisis and conflict. As we continue to expand our programs and strengthen our operations, we are seeking a dedicated and experienced **Finance & Accounting Manager** to join our team and play a vital role in supporting our mission.

### Position Summary

The Finance & Accounting Manager will be responsible for managing all aspects of UOSSM Canada's financial operations, ensuring accuracy, compliance, and transparency in all financial transactions. This position requires a highly organized and detail-oriented individual who can work both independently and collaboratively with the management team, external auditors, and international partners. Title could be adjusted based on the applicant's experience.

### Key Responsibilities

- Manage day-to-day accounting operations, including accounts payable, accounts receivable, payroll, and bank reconciliations.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Ensure compliance with Canadian accounting standards, CRA regulations, and donor requirements.
- Oversee budget preparation, monitoring, and variance analysis.
- Coordinate and prepare for annual audits and liaise with external auditors.
- Maintain and update financial policies, procedures, and internal controls.
- Support grant management and reporting, ensuring proper allocation and tracking of restricted funds.
- Collaborate with programs and fundraising teams to provide financial insights and support decision-making.
- Prepare financial reports for the Board of Directors, funders, and stakeholders.
- Produce collection reports post fundraising events.
- Generate financial data analysis reports from NationBuilder data.

### Qualifications and Skills

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA certification.
- Minimum of 5 years of progressive experience in accounting or financial management (nonprofit sector experience preferred).
- Strong knowledge of Canadian accounting standards for nonprofits and CRA regulations.



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- Proficiency with accounting software (e.g., QuickBooks or Wave) and MS Office Suite (Excel in particular).
- Excellent analytical, problem-solving, and organizational skills.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Commitment to UOSSM Canada's mission and values.
- Experience working with international organizations or humanitarian agencies is an asset.

## What We Offer

- A meaningful opportunity to contribute to life saving humanitarian work.
- A collaborative and supportive work environment.
- Competitive compensation based on experience and qualifications.
- Flexible work arrangements.

## How to Apply

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and interest in the position to [y.zaghloul@uossm-canada.org](mailto:y.zaghloul@uossm-canada.org). Applications will be reviewed on a rolling basis until the position is filled. Please include '**Finance & Accounting Manager**' in the subject line.

UOSSM Canada is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.