

Financial Services Coordinator

Organizational Overview

The Nova Scotia Federation of Agriculture (NSFA) is currently seeking a Financial Services Coordinator to join its Operations Team. The NSFA represents the interests of Nova Scotia's farms and farmers. Today its members account for well over 90% of all agricultural production in Nova Scotia and brings together more than 2,400 individual farm businesses. The NSFA tackles policy issues that impact the prosperous and sustainable nature of the industry and takes an active role in supporting registered farms through delivery of programs and services. The Financial Services Coordinator will be part of a dedicated team supporting the farm community.

The Financial Services Coordinator is responsible for coordinating day-to-day accounting and finances for the non-profit organization. Confidentiality, excellent organizational skills and accuracy are essential, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is reliable, responsible and committed to meeting deadlines.

The NSFA prides itself in providing a passionate work environment and is a tight-knit supportive group encouraging collaboration and sharing of ideas.

Key Duties & Responsibilities

- Basic bookkeeping using Sage 50
- Balance and maintain accurate ledgers
- Coordinate and report on accounts payable and receivables; including preparation of payments and invoices
- Coordinate bank deposits and track account balances
- Process payroll and associated government and benefit remittances
- Prepare project funding claims
- Reconcile and prepare monthly financial statements; including income statements, balance sheets and project reports
- Coordinate annual audit review
- Assist with front desk reception

Skills & Qualifications

- Strong knowledge and experience of accounting / bookkeeping practices, principles and their application to a not-for-profit organization
- Experience working with Sage 50 and Microsoft Office (e.g. Outlook, Word, Excel)
- Strong organizational and time management skills
- Demonstrates analytical thinking, accuracy and attention to detail
- Strong project management skills
- Team-oriented but able to work independently
- Knowledge of Nova Scotia agriculture is an asset

Employment Terms

Compensation will align with experience and includes a competitive benefits package – medical, dental, life and disability insurance after 3 months, matching RRSP contributions and two weeks' vacation to start. Position is full-time employment at 28 hrs/week.

Anticipated start date of October 1, 2019. Only Successful applicants will be contacted for an interview.

Please submit cover letter and resume to info@nsfa-fane.ca (7 Atlantic Central Drive, East Mountain)