



Accountant Job Description

ICLEI Canada

Position Summary

As ICLEI Canada's Accountant you will support our expanding team in the full-cycle accounting needs of the non-profit organization. You will join a dynamic team of climate and sustainability professionals working with a wide-variety of stakeholders from across government, industry, academia, and the NGO community to build more sustainable, low-carbon, energy efficient, climate-ready communities.

Reporting to the Executive Director and working closely with our finance consultant, the Accountant is responsible for the full cycle accounting of the organization, including recording income and expenses transactions, processing AP payments and bi-weekly payroll, billing and collections, banking activities, preparing financial reports, regulatory filings, account reconciliations, assisting with the preparation and monitoring of the annual budget, and preparing the financial records for the year end audit.

Our ideal candidate excels in written and oral communications and can easily build relationships across a staff team. You possess demonstrated accounting skills and have a keen attention to detail. Motivated to work in the non-profit sector, you are self-driven and thrive in a fast-paced project-based work environment where priorities, timelines, and tasks shift quickly and frequently.

ICLEI's mission is to build and serve a worldwide movement of local governments to achieve tangible improvements in global sustainability with special focus on environmental conditions through cumulative local actions.

Canada Office

401 Richmond St. W
Studio 204
Toronto, Ontario
M5V 3A8

World Secretariat

Kaiser-Friedrich-Str. 7
53113 Bonn, Germany

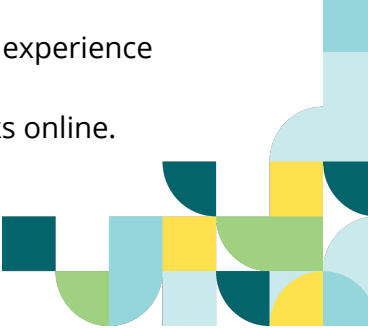
www.icleicanada.org
www.iclei.org




Responsibilities

- Coordinate the approval and coding of AP invoices, post invoices to QuickBooks, and pay vendors on a bi-weekly schedule or as needed.
- Reconcile and vouch receipts for corporate credit card and employee expense reports, ensure proper account and project coding, and post to AP in QuickBooks.
- Prepare AR invoices for memberships and active project progress billings using an MS Excel template and post to QuickBooks.
- Process bi-weekly payroll using the Ceridian online payroll system.
- Monitor AR collections and follow up with customers about past due balances.
- Assist with cash flow management as required.
- Deposit customer payments at bank branch.
- Reconcile bank accounts and key balance sheet accounts, including AR, AP, prepaids, and fixed assets monthly.
- Prepare quarterly HST and QST filings and remittances.
- Manage the year end audit from start to finish, including preparing year end account reconciliations, analyses, and other files requested for the audit, responding to audit queries, and providing status updates to the executive team.
- Prepare quarterly financial reports with the goal to transition to a monthly schedule.
- Prepare cost reports and other financial reports as required by local, provincial, and federal funding agencies; respond to follow up queries on the information provided.
- Work with the Executive Director and Finance Consultant in creating the annual budget and re-forecasts, prepare budget vs. actual reports to monitor financial performance.
- Regular meetings with Executive Director, Finance Consultant, and other staff as required, to discuss financials and other accounting matters.
- Organize, manage, and store paper and online financial records.
- Other finance and accounting duties as the organization continues to grow.

Experience/Background

- Must live in and be legally eligible to work in Canada.
 - Advanced oral and written English is required. French language capacity considered an asset.
 - A university degree in accounting, business administration or commerce is preferred.
 - 5-7 years of full cycle accounting and reporting experience is required, preferably in the non-profit sector.
 - Must have a strong technical knowledge of accounting. Experience with project accounting is a definite plus.
 - Experience processing payroll is preferred but not required.
 - Experience with HST requirements and filings is required, previous QST experience a plus.
 - Must be proficient with QuickBooks Premier Desktop and/or QuickBooks online.
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- Must be an advanced user of Excel (pivot tables, conditionals, v-lookups, etc.), knowledgeable of MS Word.
 - Familiarity working with Dropbox is a definite plus.
 - Strong attention to detail and accuracy.
 - Willingness to roll up one's sleeves to get the job done.
 - Strong organization and planning skills.
 - Collaborative team player.
 - You have a passion for meaningful climate action, building resilient communities, and improving the lives of Canadians.

Details of the Position

Annual salary: \$60,000-\$75,000 (Salary Band 9)

Length: Full-time permanent, with a 3-month probationary period.

Location: Toronto ICLEI Canada office. We work in a hybrid environment, in office together 2-3 days a week, and optional at-home work on remaining days. Candidates are required to have suitable at-home workspaces to facilitate hybrid work.

Work hours: 40 hours per week, flexible to coordinate work-life balance needs. Autonomy, adaptability, and respect for work-life balance are highly valued and built into the ICLEI Canada culture.

Bonus structure: Merit-based bonus system structure, applied annually at rates established each year (ranging from 2-6%), subject to budget availability.

Vacation: 15 days per year + 5 free days to be exclusively applied over the winter break.

RSP and Benefits: \$15 per pay period paid out annually and a comprehensive group health benefits plan. We also offer a comprehensive employee health benefits package including employee and dependent coverage for dental, vision, and extended health services, prescription drugs, out of country coverage, life insurance, and an Employee Assistance Plan with 24-hr service providers.


Application Procedure

Applications will be reviewed on a rolling basis. Interested candidates are invited to apply by emailing hr-canada@iclei.org with the title of the position in the subject line.

Applications should include resumes and cover letters that clearly demonstrate relevant experience and the ability to meet the job responsibilities. Samples of work are also welcome. We thank all candidates for their interest; however, we will only contact those selected for an interview.

We are committed to creating a comfortable and inclusive environment for all candidates. We encourage applications from equity-seeking groups, including people with disabilities.





Accommodations are available upon request at every stage of our recruitment and selection process. Please reach out as needed.

About Us

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low-emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability.

We provide a wide range of services for local, provincial, and federal governments in support of developing sustainable, climate-ready communities. This support includes but is not limited to:

- **Adaptation and resilience planning:** Working with communities to develop collaborative and implementation-focused resilience plans.
- **Energy and emissions planning:** Supporting communities as they reduce their energy and emissions and move towards a low-carbon future.
- **Capacity building:** Providing opportunities to build expertise locally on climate change, sustainability, and resilience.

The ICLEI Canada team has over 100 cumulative years of experience in the municipal sector and in non-profit organizations. Our work happens across Canada, also known as Turtle Island, which has traditionally been and is home to many diverse First Nations, Inuit, and Métis peoples since time immemorial. We recognize that reconciliation is a fundamental component to building net-zero resilient communities and endeavour to listen to and learn from Indigenous Peoples on an ongoing basis in the process of our work.

ICLEI Canada is committed to policies and practices that encourage an equitable and inclusive workplace, respectful and supportive of the diversity of our team and the dignity of the individual. Individuals of diverse identities and lived experiences—including but not limited to race, ethnicity, nationality, socio-economic status, sexual orientation, gendered identity/expression, and physical and mental abilities—are welcome to be themselves in our workforce.

ICLEI's commitment to equity, diversity, inclusion, and belonging extends to its capacity-building work with local governments as laid out in these resources: [Equitable Climate Adaptation](#); [Integrating equity, diversity and inclusion into municipal climate action](#).

ICLEI Canada's head office is located in Toronto on the traditional territory of the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. The British Columbia office is hosted by the City of Victoria on the homelands of the Songhees and Esquimalt People, and the Quebec office is hosted by the City of Montreal on the traditional territory of the Kanien'kehà:ka/Mohawk Nation.

