



Founded in 1925, the Canadian Dermatology Association (CDA) represents over 800 certified dermatologists across Canada. The association exists to advance the science and art of medicine and surgery related to the care of the skin, hair, and nails by providing continuing professional development for its members, and by supporting and advancing patient care and raising awareness through thought-provoking public education campaigns. The National Office manages a budget of over \$3 million with an Ottawa based team of professionals.

Currently, the CDA requires an experienced **Officer, Finance and Operations**.

Why work at the CDA?

At the CDA, you will play a key role in a collaborative environment with a close-knit team of professionals. Being on a small team has big benefits, such as owning your own role and leading with your ideas. You will be an important part a high performing not-for-profit medical speciality association that is focused on member service and providing Canadians with credible information from certified dermatologists.

The CDA offers:

- Competitive Compensation and Benefits programs,
- A 35-hour work week,
- 5% salary top-up in lieu of pension,
- Robust Health and Dental benefits are 100% paid for by the CDA,
- Training and Development opportunities,
- Three-weeks' vacation to start, plus the December holiday shut-down, and
- A set hybrid environment (in-office / work-from home).

Position Overview

Reporting to the Director, Finance and Operations, the Officer, Finance and Operations is responsible for the day-to-day accounting and operational functions of the CDA.

Key Accountabilities:

Finance:

- Full accounts receivable cycle; invoicing through to collection and deposit,
- Process payments received through Chase (e-Xact credit card platform),
- Full accounts payable cycle; obtaining required internal approvals, processing AP invoices, and issuing vendor payments,
- Reconcile and pay monthly credit card statement,
- Prepare and record month-end journal entries,
- Reconcile bank accounts and other balance sheet accounts on a monthly basis,
- Process payroll through Ceridian platform and prepare and enter related journal entries,
- Quarterly sales tax filings with CRA and Revenu Quebec,
- Reconcile finance system to CRM (MicroSoft Dynamics),
- Assist with banking relations and administration, and
- Assist with year-end financial audits.

Operations

- Perform input and data quality monitoring in CRM
- Assist in benefits administration, including processing new hires, departures, and employee changes
- Conduct phone screen interviews with potential candidates,
- Prepare offer and new hire documents, and assist with employee onboarding,
- Assist with the general administration of corporate programs, including but not limited to the Recognized Product Programs, and
- Other projects as required.

Education and Experience

- Post-secondary education with a concentration in accounting preferred.
- Minimum two-years' experience in an accounting and administrative role.
- High proficiency in Excel, including daily use of the tool and specialized activities including creating and working with pivot tables, creating 'If' statements, and working with existing spreadsheets.
- High proficiency in MS Office Suite required (Microsoft 365 environment).

Abilities

- Excellent ability to communicate to others and express ideas clearly.
- Driven to take initiative and responsibility where there are many opportunities to take ownership and be an important contributor to team success.
- Strong ability to multi-task and manage multiple priorities in a fast-paced environment producing high quality results.
- Self-starter and team player with a strong work ethic who is reliable and can deliver, with an ability to work both independently and with others.
- Strong organization skills and ability to balance project work with urgent day-to-day tasks
- Demonstrates flexibility and creativity in problem-solving.
- Passionate to keep informed of new trends and innovations in technology.

Personal Suitability and Attribute Requirements

- Sees themselves as key member in a dynamic, fully engaged, and cohesive team.
- Very comfortable with ambiguity - flexible and adaptable, leading by example.
- Appreciates working in a small team where everyone pitches in as needed, supporting each other.

Language

- Proficiency in English is required.
- Proficiency in French would be considered an asset.

Core Competencies for Success

- Managing People – ability to work cooperatively with team members, ability to build both formal and informal professional relationships, ability to collaborate with other members in pursuit of common missions, vision, and goals.
- Managing Self – high drive, personal and professional standards.



- Technical Knowledge – strong positional technical knowledge, client-focused, developing organizational strategies with keen attention to detail, key advisor
- Communication – exceptional communication for results, both orally and in writing.
- Solutions Oriented – strong problem-solving skills with the ability to think analytically and lead others to get things done.

The Canadian Dermatology Association is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act 2005, upon request, accommodation will be provided throughout the recruitment, selection and/or assessment process to applicants with disabilities.

To apply for this leadership position, please submit your résumé, cover letter and salary expectations by 5:00 pm, January 6, 2023, to careers@dermatology.ca .

Successful candidate must provide proof of full vaccination against COVID-19.

While we sincerely thank all those that apply, only those selected for an interview will be contacted.
