

JOB OPENING

Position Title: Finance Officer

Summary:

The Finance Officer provides advice and assists the Executive Director in the areas of finance, accounting, preparation for auditing, and human resource issues. The main financial job of the Finance Officer is to fulfill all financial requirements of the Commission, producing monthly financial statements, generate materials for the Auditor's Report, prepare Budget, monitor external funds, etc.

About the organization (www.npafc.org):

The North Pacific Anadromous Fish Commission (NPAFC) was established in 1992 by the Convention for the Conservation of Anadromous Stocks in the North Pacific Ocean. The member countries are Canada, Japan, Republic of Korea, Russian Federation, and the United States of America. NPAFC Secretariat office is located in downtown Vancouver, BC, Canada.

Starting Date: January 6, 2025

Employment Type: Permanent full-time (7.5 hours/day, 5 days/week)

Location: downtown Vancouver, BC, Canada

Key Qualifications and Competencies:

- Higher Education Degree in Finance/Accounting
- Minimum of 5-year work experience in Finance/Accounting preferably in a non-profit environment or in Canadian Public Service
- Extensive and up-to-date knowledge of Canadian financial, accounting, auditing practices
- Good knowledge of HR administration, payroll, benefits and bookkeeping
- High level of proficiency in Office365, Sage and other office software

Personal Suitability:

- Strong analytical skills, detail orientation, reliability, work ethics
- Adaptability, flexibility, intercultural awareness and excellent communication skills
- Ability to travel domestically or internationally for Annual Meetings
- Fluency in one of the Commission's languages (Japanese, Korean, Russian) is an asset

Remuneration and Benefits:

- Competitive annual salary starting at \$73,798
- Competitive benefits

How to Apply:

Please submit the following documents to secretariat@npafc.org by 11:59 pm **October 31, 2024** (PDT):

- Cover Letter
- Resume
- Three (3) Reference Letters

Only short-listed applicants will be contacted in early November 2024. Interviews will be conducted in late November. The successful candidate will be contacted in December 2024.

Important Messages:

Please provide concrete examples to demonstrate how you meet the qualifications. The depth and breadth of experience of an applicant may be considered as part of screening or selection of a candidate.

No applications from outside Canada will be accepted nor acknowledged. The successful applicant must reside in Greater Vancouver, BC, Canada. No relocation expenses will be provided.
