

# Finance Coordinator, Navitas Canada, Burnaby, BC, Canada Full-time 12-month contract

*Navitas is a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, language training, workforce education and student recruitment.*

Fraser International College (FIC), in partnership with Simon Fraser University, offers university pathway programs to international students and is based on the campus of Simon Fraser University in Burnaby. FIC is managed by Navitas Limited with colleges in Canada, Australia, Singapore, Zambia, Lusaka, Sri Lanka and the United Kingdom.

---

## Position Purpose

The Finance Coordinator, in conjunction with the Director of Finance is responsible for the maintenance and accuracy of the Financial Statements and Student Financial Information of Fraser International College (FIC) and International College of Manitoba (ICM).

## Key Relationships

- Vice President of Corporate Services
- Director of Finance Shared Services
- Finance Officers
- College Director and Principal FIC
- College Director and Principal ICM
- FIC and ICM staff and students
- Partner University staff
- Vendors and suppliers
- Auditors and tax authorities

## Key Responsibilities

### 1. Creditor management

- Responsible for the maintenance and review of creditors database and ledger entry of invoices
- Manage, generate, and review creditor payments throughout the year.
- Responsible for reconciliation of supplier statements and creditor accounts
- Responsible for maintenance of sundry creditors and accruals

### 2. Payroll Management

- Assist with the preparation of employee payrolls and maintenance of employee pay details

- Assist with the issuance and completion of teaching staff timesheets.

### **3. Agents – Commission Payments and Database**

- Responsible for the management and generation of the agents' commission payments throughout the year
- Establish effective written and verbal communication with agents in respect of their accounts.
- Maintenance of accurate creditor's database in respect of agents in conjunction with the marketing and admissions sections.
- Management and review of commission refunds.
- Assist marketing and admissions sections with the adoption of the Navitas Agent Portal and ensure integrity of the data at all times in relation to commission calculation.

### **4. Student Financial Management**

- Responsible for reviewing student receipts and refunds.
- Responsible for management of student insurance
- Reviewing student files for action.

### **5. Bank Reconciliation**

- Responsible for preparing the bank reconciliation of all bank accounts maintained by the company.

### **6. General ledger**

- Raise general ledger payments, receipts and journals
- Assist with preparation of regular general ledger reconciliations
- Assist with the generation of monthly financial statements

### **7. Budget and forecast**

- Assist with the input and preparation the annual and quarterly financial budgets

### **8. General Duties**

- Relieve/assist the other members of the finance team as required
- Ensure documentation is maintained in an orderly fashion
- Provide administrative relief when required during busy periods in other areas of business
- Provide excellent internal and external customer service to colleagues, staff from other Navitas Organizations, students and customers at all times.
- Assist with the preparation of annual financial statements and financial information audits
- Assist with the preparation of sales tax filing and annual corporate tax filing
- Other duties as required under the supervision of the Director of Finance

## **Essential Skills, Knowledge and Experience**

- Degree in Accounting and CPA designation, with a minimum of 2 years financial management experience
- Demonstrated knowledge and understanding of professional accounting principles and practices and the ability to apply the knowledge
- Experience with external financial reporting
- Knowledge and experience with corporate financial, accounting and administrative information systems

- Demonstrated ability to lead and supervise staff, with a proven ability to motivate and develop a team to achieve positive client service in the context of competing deadlines
- High level of analytical skills with demonstrated ability to synthesize financial and non-financial information
- Highly developed interpersonal, negotiation, presentation and communication skills, including the ability to work effectively with, and within, a team
- Customer-focused with an understanding that all staff and students are your customers
- Demonstrated capacity to identify and implement internal controls and process improvements
- Demonstrated ability to manage staff
- Legal right to work in Canada.

### **Desirable Skills**

- Experience in a multicultural environment or with international students
- Experience with Oracle E-Business Suite

### **What We Offer**

Navitas is an Equal Opportunity Employer. We offer a competitive compensation and benefits package, and are a values-driven employer.

Please send your cover letter, resume, and 3 references as one file. Please ensure that this document is saved using the naming convention of your last name, then first name (Smith, Joe\_Resume).

Unfortunately we are not able to provide work permit assistance for this role, therefore are only able to consider candidates that are eligible to work in Canada.

Applications will be accepted until Monday, July 31, 2017.

The expected start date for this position is Friday, September 1, 2017.

Successful applicants will be subject to relevant pre-employment checks, and a Criminal Background Check.