



WORLD FEDERATION OF HEMOPHILIA  
FÉDÉRATION MONDIALE DE L'HÉMOPHILIE  
FEDERACIÓN MUNDIAL DE HEMOFILIA

AFFICHAGE EXTERNE – EXTERNAL POSTING

**Accounting Analyst** (NFP, international, health) /  
**Analyste à la comptabilité** (OSBL, international, santé)

*The World Federation of Hemophilia (WFH - <http://www.wfh.org>) is an international not-for-profit organization that provides global leadership to improve and sustain care for people with inherited bleeding disorders, including hemophilia, von Willebrand disease, rare factor deficiencies, and inherited platelet disorders. Established in 1963, the WFH works with member organizations in 140 countries as well as through a network of international volunteers and healthcare providers to achieve our vision of "Treatment For All" around the world.*

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WFH is looking for a highly proficient, detail-oriented Accounting Analyst with **exceptional accuracy** with numbers & **exact data entry** in order to **analyse & accurately process larger volume of payables (mid-size, international professional not-for-profit, diverse currencies, complex multi-entities transactions)**.

As a **self-starter**, the incumbent will possess **necessary strong analytical skills** to **reconcile incoming funds**, and **solid accounting knowledge** to readily support the Finance & Accounting & Financial Planning sector.

**Type of position:** Regular; full-time  
**Location:** Montreal Head office (downtown) / Covid-19 home-based currently  
**Start date:** **ASAP** (latest, **early October 2020**)

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**MAIN DUTIES and RESPONSIBILITIES -**

Reporting to the Head, Accounting & Financial Planning, the **Accounting Analyst** is principally responsible for:

- **Analyse, reconcile and record** incoming funds for **WFH and WFH USA**; process deposits
- Prepare **journal entries** and **perform intercompany reconciliations** between WFH and WFH USA
- Produce and **analyse monthly financial statements** for **WFH USA**
- Review, reconcile and process **expense reports** for staff and volunteers
- Issue and **record domestic and international payments** in forms of cheques, electronic and wire transfers
- Prepare bank **reconciliations for WFH and WFH USA bank accounts**
- Prepare **GST / QST tax reporting**; assist with the preparation of **annual filings for WFH and WFH USA**
- **Produce insurance renewal documents** for review by the Director of Finance & Administration
- Effectively communicate with staff, bank, credit cards and suppliers
- Actively participate in **year-end activities** including **accruals and adjusting entries**
- Assist with the **annual audit procedures**.

Carry out other tasks relevant to the position as required by the Head, Accounting & Financial Planning or the Director Finance & Administration.

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**QUALIFICATIONS & REQUIREMENTS -**

**Accounting Analyst / Analyste à la comptabilité**

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- **ESSENTIAL:** recent, **demonstrable** experience in **rapidly integrating complex NFP accounting environment**, and **effectively understanding & applying accounting rules** (ex., specific inter-currency, inter-entities transactions)
  - **University degree** (or in progress); D.E.C. - 3 year vocational program with university level courses (financial accounting or management)
  - **Min. 3-4 years of relevant work experience** (mid-size organization) in **bookkeeping, accounting support**, and **information verification role**; preferred: **not-for-profit, international** organizations
  - **Superior knowledge, abilities** with office technology (Microsoft Office – Excel, Word, Outlook)
  - Strong **analytical** skills - essential
  - **Highly proficient with numbers** and data, with **superior data entry skills**: high level of speed & accuracy essential for large transactions volume
  - **Attentive to details**, reliable, **highly-organized** with demonstrated **ability to accomplish much work**, meet deadlines under stress;
  - Effective in a **fast-paced environment** across **multiple on-going priorities**
  - Ability to **work well autonomously** and to **service, collaborate with others** in a team environment
  - Strong interpersonal skills; positive, energetic profile
  - **Excellent communication skills** (oral and written); **professional, service orientation in email** correspondence and **on the telephone**
  - **Fully proficient in English - written & oral** communication (essential to daily WFH international work); **working knowledge** of French or Spanish as **key second languages preferred**; other world languages - assets

Salary will be commensurate with background and experience. Excellent group benefits & employee programs.

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Please send IMMEDIATELY in full confidence, an **ENGLISH** resume & short cover letter to:

E: [recrutement.recruiting@wfh.org](mailto:recrutement.recruiting@wfh.org) Fx: +1 514.875.8916

Fédération mondiale de l'hémophilie / The World Federation of Hemophilia - <http://www.wfh.org>  
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Facebook: <https://www.facebook.com/wfhemophilia> Twitter: <https://twitter.com/wfhemophilia>

LinkedIn: <https://www.linkedin.com/company/world-federation-of-hemophilia>

YouTube: <https://www.youtube.com/user/WFHcommunications>

We thank all candidates for their interest, however only short-listed candidates will be contacted. Une version française de l'affichage est disponible selon la demande.