



File Number: 6004-8-70

## EMPLOYMENT OPPORTUNITY

**Competition #:** DEP-18-005

**Open to:** This Category II position is open to all interested parties.

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### **Accounting Coordinator – Deployment Support**

PSP Deployment Support

Various Locations – current missions include Kuwait and Latvia

Temporary Full Time Position

Available as a secondment opportunity CAT I unionized NPF employees

Available as an acting appointment opportunity for non-unionized NPF employees

Temporary employment opportunity for external applicants

The anticipated term of this position is up to 6 months

A pool of candidates is being established for future deployment

### **Who We Are:**

CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at [www.cfmws.com](http://www.cfmws.com).

### **Job Summary:**

Under the direction of the designated Senior Manager, the Accounting Coordinator – Deployment Support plans, organizes, and manages the delivery of accounting services and programs in Deploy theater. She/he provides advice and interpretation on Non Public Funds (NPF) accounting and Non Public Property (NPP) administrative policies to managers and senior military officers. She/he notifies and reports any unusual trends/activities to senior managers for further investigations. The Accounting Coordinator – Deployment Support acts as NPP Comptroller to the Task Force Commander and provides accounting control over NPP assets and liabilities. She/he also provides assistance and training to NPP entity employees, managers and military personnel assigned to Morale & Welfare (MW) programs on accounting/finance related topics/programs.

### **Qualifications:**

Bachelor's degree in Business Administration, Economics or in a related field, AND some years of experience in Accounting, or in a related field

OR

College diploma or Certificate in Business Administration, Commerce, or a related field, AND several years of experience in supervising an accounting office

AND

Current CPR and Basic First Aid qualifications

**Language Requirement:** English or French Essential

### **Experience Requirements:**

- In inventory control
- In applying policies, procedures and regulations and applicable legislation
- In planning, organizing, and delivering accounting services
- In providing finance and accounting related advice
- In budget administration

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Expires / Date de clôture : 15 June 2018 / 15 juin 2018



- In planning and conducting presentations
- In the preparation of financial statements, analysis and management reports

**Benefits Available:**

Competitive Benefits including Dental, Medical, Group Life and LTD, Defined Pension Plan & Savings plans (TFSA, RRSPs), Educational Assistance, Access to a fitness facility and CANEX Privileges.

**Salary:** \$62,310 - \$69,075 per annum

Allowances will be paid as paid to CAF Personnel on the same deployment on a monthly basis and will be added to the compensation plan (eg. Foreign Service Premiums, Hardship Allowance and/or Risk Allowance). Details will be included in the temporary employment contract for each deployment as applicable to each exercise/mission.

**Conditions of Employment:**

- Offer of employment will be subject to the successful completion of a health, dental, psychosocial assessment, and successful completion of PSP Deployment Support Training & Selection course scheduled for fall 2018 and military exercise courses
- Enhanced Reliability (security check)
- Willingness to perform with a non-conventional workweek
- Require to travel outside the country
- Canadian citizenship
- Must be able to obtain a valid Canadian passport
- Possess a valid Canadian driver's license
- Must obtain DND 404 Driver's License, if selected
- Written test may be administered to assess knowledge, abilities and/or personal suitability
- Position requires heavy lifting, carrying, pulling and/or pushing (i.e. 50 lbs/23 kg or more)
- The length of employment will vary for each deployment
- **In order to deploy, successful candidates from within CFMWS, will require written recommendation from their Senior Manager at the time of the application**

**Security:** Enhanced Reliability

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

**Employment Equity:** NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

**Start Date:** TBD

**Posting Date:** 14 May 2018

**Application Deadline:** 23:59 hrs Pacific Time on 15 June 2018

Application Submission: Submit resume to NPF HR Office quoting competition # DEP-18-005. Email: [recruiting@cfmws.com](mailto:recruiting@cfmws.com) or online: [www.cfmws.com](http://www.cfmws.com).

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.