



Senior Financial Analyst - International Projects

Full-time, permanent position

Would you like the chance to develop and work with a multidisciplinary team? Do you dislike routine and want to be constantly learning? Would you like to showcase your professionalism, rigor and reliability? Are you known for your organizational skills and flexibility? Then this is the job for you!

The ONE DROP Foundation is looking for a Senior Financial Analyst - International Projects to work alongside the interim Vice President, Finance and Administration (CFO). You will be responsible for monitoring, controlling and ensuring compliance with financial management policies and procedures for international projects carried out by One Drop Foundation partner organizations in the field. You will also have the opportunity to work on special projects.

Why choose us?

An ambitious and dynamic non-profit created in 2007 by Guy Laliberté—founder of Cirque du Soleil—ONE DROP is an organization that works to ensure that everyone has access to water, today and forever.

Our Team

Such an ambitious mission calls for extraordinary actions by exceptional people. Paving the way into uncharted and inspiring territory, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Do your energy, passion, and determination motivate and inspire those around you? Then come join our team of exceptional humans!

Main responsibilities

Under the supervision of the Acting Vice President, Finance and Administration (CFO), the Senior Financial Analyst - International Projects will have the following responsibilities:

- Support and advise the International Programs' team on financial and tax issues.
- Review financial clauses in contractual agreements and monitor contracts executed by partner organizations.
- Contribute to the planning of budgets and financial forecasts.
- Analyze financial statements and project reports to optimize steering and monitoring of activities and propose financial adjustments in collaboration with project managers.
- Carry out various financial and tax follow-ups with managers and support them in their financial analysis needs.
- Monitor and update the ERP system for the financial management of International Programs projects.
- Accompany project managers in the use of the ERP and verify the suitability of the tool for the needs of International Programs.
- Check invoices and requests for funds from International Programs and their coding. Monitor payments.
- Participate in the preparation and execution of external audit files for partner organizations.



- Collaborate in the development, updating and application of internal controls, policies, and procedures for the organization and more specifically for international programs.
- Support the International Programs team in all matters relating to the financial and administrative management of contracts.
- As required, develop, and deliver financial management training to members of the International Projects team.
- Participate in maintaining an adequate control environment based on risks and suggest any improvements to be made to the environment.
- Assist the interim Vice-President, Finance and Administration (CFO) and the International Programs team in various mandates.
- Any other related tasks

Your experience

- Minimum 3 years' relevant experience in financial analysis in a project management context.
- Proven experience of working with project financial management tools.
- Experience in financial auditing.
- Multi-currency experience.
- Experience in international partnerships - an important asset.
- Experience in a non-profit organization in the international development sector - an asset.
- Experience or keen interest in working with organizations with a social mission.

Your skills

- Bachelor's degree in accounting or finance/administration.
- Accounting designation, CPA - an asset.
- Training in project management - an asset.
- Very good knowledge of accountability in managing multi-partner projects.
- Good knowledge of internal controls and continuous improvement processes.
- Mastery of financial transactions in an ERP system (e.g. Great Plains or other) minimum 3 years' experience.
- Mastery of Excel software at "expert" level is required.
- Spoken and written bilingualism (French and English).
- Fluency in Spanish an asset.

Good to know

- The Senior Financial Analyst - International Projects primary workplace is located at the One Drop Foundation's offices: 8400 Avenue du Cirque, Montreal (QC) H1Z 4M6 CANADA
- Remote work options available (as laid out in the organization's remote work policy)
- This position does not require travel.

We are looking for a friendly person who shares our values

- Excellent organizational and priority management skills, and the ability to multi-task.
- Proven ability to be an effective team player and to contribute to the achievement of objectives in a complex and fast-paced environment.
- Demonstrate tact, diplomacy and confidentiality.



- Thoroughness and attention to detail.
- Quality customer service and interpersonal skills with various stakeholders

At ONE DROP, we take care of our employees

- Flexible work schedule and possibility of working remotely
- Group insurance plan (drug, medical, vision, dental, travel, disability, life)
- Group RRSP after 6 months on the job
- “Dialogue” telemedicine platform providing access to online health specialists
- Employee assistance program (access to confidential consultation services)
- Social committee and group activities
- Secure bike parking and other benefits!
- Summer hours
- This position does not require travel

The One Drop Foundation is committed to ensuring a diverse and inclusive workplace that offers equal opportunities to all. We make every effort to attract and retain the best candidates, regardless of age, skin color, origin, religion, sex, gender, sexual orientation, gender identity or any other characteristic. It is based on the principle that everyone benefits from a welcoming and diverse workplace.

To apply, send your CV and cover letter to contact@ONEDROP.org

Thank you to all applicants. Only selected candidates will be contacted.