

deirdre_cfa@icloud.com

From: careers@ottawa.ca
Sent: Thursday, February 8, 2018 6:38 AM
To: deirdre_cfa@icloud.com
Subject: Application – City of Ottawa
Attachments: Application – City of Ottawa.PDF

Deirdre Moore
7 Vanson Avenue
Ottawa ON K2E 6A9
Canada

This confirms your application to the Coord, Financial Services Unit (FSU) position (2017-EX-EN-51982015-01) has been submitted.

We thank you for your interest, however, only those applicants selected to continue in the recruitment process will be contacted.

If you have not already done so, we encourage you to create a profile. Your profile is your online resume and will make it easy for you to:

- Apply for jobs, as your information is already saved
- Access and keep your information up-to-date
- Check the status of competitions to which you apply, and
- Set up career alerts to receive notifications for opportunities you are interested in

Please continue to monitor our website at <http://www.ottawa.ca/careers> or set up Career Alerts for career opportunities you are interested in.

Yours truly,

City of Ottawa, Recruitment and Staffing

This is a system-generated e-mail, do not reply.

[Home \(/en\)](#) > [City Hall \(/en/city-hall\)](#) > [Jobs with the City \(/en/city-hall/jobs-city\)](#) > [Job Listing \(/cgi-bin/jobs.pl?lang=en\)](#) > Coordinator, Financial Services Unit (Financial Support Unit)

Position: Coordinator, Financial Services Unit (Financial Support Unit)

Competition Number: 2017-EX-EN-51982015-01

Competition posting date: 2018-01-31

Competition closing date: 2018-02-14

Corporate Services Department, Corporate Finance Service, Financial Services Branch

1 or more Full-time Temporary Positions (up to 1 year) - 35 hours/week

Affiliation: CIPP

Salary: \$74,423.44 to \$90,555.92 annually (2018 rates of pay)

Category: Current Opportunities

Employment Group: Accounting/Finance

Job Summary

Provides financial management information, advice, guidance and reporting to client management and staff, oversees the compilation, submission and monitoring of grant applications, supports the client's involvement with cost sharing programs/other revenue producing programs/other agreements, and implements/ensures adherence to sound financial controls.

The incumbent participates in the preparation and maintenance of clients' Operating and Capital Budgets, provides support to management for their presentations to various budget review/approval committees, and participates in the preparation of monthly/quarterly/annual/ad hoc consolidated financial statements and reports.

The incumbent provides input into policy and best practices reviews/development, improved client services and accounting procedures/systems, and participates in Performance Measurement initiatives.

The incumbent coordinates the activities of Financial Officers and other assigned staff, provides audit support, and performs other related duties, as required.

Education & Experience

Four (4) year University degree in Business, Commerce or related field of study.

Five (5) years of related and progressively responsible experience in financial management, including financial analyses, budgets and accounting.

*Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.

Language, Certificates & Licenses

English oral, reading, writing required

Knowledge

Acquired knowledge of the City organization, financial policies and procedures

Possess an understanding of the interrelationship between the Clients' organization/business lines/client base, operational priorities and direction and City operations, processes and reporting activities

Possess an understanding of corporate information management systems, including those used for financial budgeting, tracking, accounting and reporting

Possess knowledge of relevant SAP modules and an understanding of maintenance management systems and/or other client software, and their interface with SAP

Knowledge of financial controls and processes and financial processes relating to contracted work

Knowledge of relevant special funding programs/grants available to the City from other levels of government

Processes for budget development and monitoring

Competencies & Skills

Able to work independently, with minimum supervision, and collaboratively with all staff as part of a team

Possess organizational skills and flexibility to plan, initiate, organize and prioritize own work and to deal effectively with multiple demands conflicting priorities, pressures, and deadlines

Able to understand/appreciate the technical complexities and diversities of the work in order to provide financial management support

Able to provide functional supervision to other assigned employees, scheduling and coordinating work activities and providing instruction/guidance

Able to research, analyze and evaluate financial/budgetary issues, interpret data, make decisions, develop appropriate solutions and formulate recommendations

Able to identify financial tracking and reporting requirements and provide user input to systems enhancements

Able to administer regulations, laws, and financial/administrative policies/procedures

Able to work collaboratively and to bring conflicting points of view to consensus

Possess excellent interpersonal and communication skills

Possess advanced computer literacy in MS Office Suite in a windows environment, including use of intra/internet

Able to use Corporate SAP modules/system and work with other advanced computer applications or software used by the client group(s)

Apply ([/cgi-bin/jobs.pl?](#)

key=cG9zdF9pbmN0X2d1aWQ9NUE2RTcwMEYxNTc4MDg0N0UxMDAwMDAwQzBBODI0MTAmY2FuZF90eXBIPUVYVA&lang=en)

Tell a friend (mailto:?Subject=Job%20opportunity:%20Coordinator, Financial Services Unit (Financial Support Unit)
&body=Are you interested in an exciting new job?%0DI have found an opening that may be suitable for you and would like
to draw your attention to the following job information:%0DCoordinator, Financial Services Unit (Financial Support
Unit)%0D%0DInterested? To view the complete job posting and to apply directly online, click the following link:
<http://ottawa.ca/careers>)

deirdre_cfa@icloud.com

From: helpdesk@njoyn.com on behalf of uOttawa Applicant Tracking System
<webhelp.njoyn@cgi.com>
Sent: Thursday, February 8, 2018 6:11 AM
To: deirdre_cfa@icloud.com
Subject: Acknowledgement for your application to job posting Senior Financial Analyst, J0218-0002 / Confirmation de votre demande d'emploi au poste de Analyste financier principal ou analyste financière principale, J0218-0002.

******ENGLISH FOLLOWS******

Cher(ère) Deirdre Moore

Nous accusons réception de la demande d'emploi que vous avez soumise pour le poste Analyste financier principal ou analyste financière principale, J0218-0002. Nous rassemblons et examinons actuellement toutes les demandes afférentes à ce concours.

Nous communiquerons uniquement avec les candidats retenus pour la prochaine étape de sélection. Si on vous invite à poursuivre les étapes du processus de sélection, veuillez nous aviser de tout besoin nécessitant des mesures d'adaptations particulières. Les renseignements communiqués seront traités avec respect et confidentialité.

Les candidats doivent s'assurer de joindre une copie de leurs diplômes et/ou lettre d'attestation d'études dans leur profil pour que la candidature puisse être considérée.

En vous remerciant de l'intérêt que vous manifestez envers ce poste, nous vous prions d'agréer, Madame, Monsieur, l'expression de nos sentiments les meilleurs.

L'Université d'Ottawa

Note : Veuillez ne pas répondre à ce message. Les réponses sont non distribuables

Dear Deirdre Moore

This will acknowledge receipt of your application for the Senior Financial Analyst, J0218-0002. We are in the process of collecting and reviewing all applications for this competition.

We will only contact candidates selected for further consideration. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require. Any information you send us will be handled respectfully and in complete confidence.

deirdre_cfa@icloud.com

From: Indeed Apply <indeedapply@indeed.com>
Sent: Wednesday, February 7, 2018 3:45 PM
To: deirdre_cfa@icloud.com
Subject: Update: Corel Software Viewed Your Application



Here's an update on your recent application:
Your application for **Accounting Assistant at Corel Software**
was viewed by the employer.

Ready to apply to more jobs? Sign in to manage all of your
applications in one place.

Manage your applications

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124 St. Stephen's Green, Dublin 2, Ireland

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deirdre_cfa@icloud.com

From: Indeed Apply <indeedapply@indeed.com>
Sent: Wednesday, February 7, 2018 9:04 AM
To: deirdre_cfa@icloud.com
Subject: Indeed Application: Accounting Assistant



You submitted an application for:



Accounting Assistant
Corel Software - Ottawa, ON

Submitted

Get job updates from **Corel Software**.

By selecting Follow, you agree to get updated information and new jobs from this company by email. You can cancel alerts at anytime.

More jobs like this

Accounting Assistant Kanata
excelHR - Ottawa, ON

Accounting Assistant
excelHR - Ottawa, ON

Operations and Accounting Assistant
Quantum Management Services - Ottawa, ON

For your records:

Your Message:
"Good Morning.

I have an impressive portfolio of financial/analytical reporting templates that I have produced for a variety of businesses and would

What

Where

Ottawa, ON

Job Title, Keywords Or Company

City Or Province

Find Jobs

Advanced Job Search

Accounting Assistant

Corel Software - Ottawa, ON

Accounting Assistant

One of the many reasons people love to work at Corel is our people. We're passionate about what we do and who we do it for. Others are drawn to our creativity and unwavering commitment to excellence. So, if you're looking for a great place to work, a place where you can make a real difference, find out if this exciting opportunity is for you.

Corel is in search of an **Accounting Assistant**. The **Accounting Assistant** role is a regular full-time position reporting to the Senior Manager, Financial Operations.

Location: Ottawa

Key Responsibilities:

- Assist with the billings function and accounts receivable;
- Assist with preparation of cash forecasts;
- Prepare and post journal entries, and reconcile various balance sheet and income statement accounts on a monthly basis;
- Reconcile customer statements;
- Prepare reports for management and other users;
- Prepare account analysis and supporting schedules for year-end audits;
- Ensure that accounting practices and documentation standards are in compliance with corporate policies;
- Other duties may include miscellaneous ad hoc projects as required.

Required Experience/Skills:

- Post-secondary education in accounting or a combination of related education and experience;
- Excellent organization skills and the ability to meet deadlines in a fast paced environment;
- Good written and oral communication skills, and the ability to work effectively with others at all levels and in various geographical locations within the organization;
- Strong Excel skills;
- Experience working in a global and multi-currency environment;
- Strong problem solving and analytical skills;
- Knowledge of NetSuite is an asset;
- Self-starter and have the ability to work independently.
- Experience in the high tech industry is desirable.

About Corel At Corel, we strive to give people the broadest choices in software and the freedom to express themselves in exciting, creative and persuasive ways. One of the world's top software companies, Corel boasts some of the industry's best - known graphics, productivity and digital media products. Our lineup includes CorelDRAW® Graphics Suite, Corel® Painter®, Corel® PaintShop® Pro, Corel® AfterShotPro, Corel® VideoStudio®, Corel® WordPerfect® Office, Pinnacle Studio™, Roxio Creator®, Roxio® Toast®, Mindjet® MindManager and WinZip®. - Corel offers a competitive compensation and benefits package.

Job Type: Full-time

Required experience:

Company Info

COREL

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Get job updates from Corel Software. By selecting Follow, you agree to get updated information and new jobs for this company by email. You can cancel alerts at anytime.

Corel Software

About Corel Corel Corporation is one of the world's top software companies providing some of the industry's best-known brands, including...

Farm Boy

deirdre_cfa@icloud.com

From: Farm Boy <noreply@farmboy.ca>
Sent: Saturday, February 24, 2018 7:43 PM
To: deirdre_cfa@icloud.com
Subject: Your job application for Senior Financial Analyst – Home Office

Hello Deirdre Moore, CFA, BBA,

We appreciate your interest in joining the Farm Boy team and acknowledge receipt of your resume. In the event that we wish to arrange a personal interview, we will contact you by email or phone. Again, thank you for your interest in employment at Farm Boy.

Farm Boy
www.farmboy.ca

Farm Boy

✓ Your job application has been submitted successfully

Full Time 📍 Ottawa - Home Office - 1427 Ogilvie Rd. 📅 Posted 4 weeks ago

This position is responsible for tracking and reporting of the Company's Key Performance Indicators on a real time basis with the objective of providing operations management with appropriate insights and trends required to improve the Company's operational effectiveness. The performance of the duties must ensure a quality service approach to all employees, customers and suppliers. All responsibilities must be performed in a manner consistent with the Farm Boy vision, mission, and the Farm Boy Way.

Major Responsibilities:

- Gain a strong fundamental understanding of the company's financial processing, administering and reporting of financial information systems (in particular, AccPac), making recommendations for improvement where appropriate and providing the testing and training to ensure a smooth implementation of the changes.
- Work closely with the Financial Systems Manager and the Information Systems department with the goal of creating an integrated and automated financial reporting information system.
- Liaise with the Retail teams to prepare the annual budgets, periodic forecasting and provide detailed periodic analysis as required.
- Provide back-up, as required, within the Finance Department.
- Work closely with the Controller, Retail/Home Office and the Controller, Central Operations to ensure that the financial reporting continue to meet the information requirements and ensure the efficiency of the system utilized to support these businesses.
- May be requested to undertake other related projects on a periodic basis.

Knowledge, Skills and Abilities:

- Requires completion of technical school training with a University degree in Finance and emphasis on CPA-CMA or an MBA.
- 3-5 years of experience with a finance background or an equivalent combination of education and experience. Retail experience would be a definite asset.
- Must be a self-starter with strong organizational skills and proven problem-solving abilities.
- Strong written and verbal communication skills.
- Must be able to work on Statutory Holidays or at times when the Central Operations/Home Office is not operational in order to perform database maintenance.
- Proficiency with Excel/Database and knowledge of AccPac, POS or ERP software.
- Ability to work under extreme deadlines.
- Excellent interpersonal, analytical and computer skills.
- Ability to travel and access to own transportation and valid driver's license.

Accommodation is available upon request for applicants and employees with disabilities.

Fullscript

deirdre_cfa@icloud.com

From: Fullscript <healthwave5_tui@indeedemail.com>
Sent: Saturday, February 24, 2018 1:51 PM
To: Deirdre Moore
Subject: Application for Assistant Controller at Fullscript



Hi Deirdre,

Thank you so much for your interest in Fullscript and for taking the time to apply! We certainly appreciate the time you spent during the application process.

We received an overwhelming response to the Assistant Controller position, which makes us feel both humble and proud that so many talented individuals (like you!) want to join our team. This volume of response makes for an extremely competitive selection process. Although your background is impressive, we regret to inform you that we have decided to pursue other candidates for the position at this time.

We will be looking for more people to join our team and we would love to reach out to you when a position that better suits your skills becomes available. We also hope that you will reapply when another position becomes available that you are interested in.

Just as we at Fullscript value our customers, we value our job candidates and invite you to review future job openings. We hope you see another position that sparks your interest!

Thank you, again, for taking the time to apply to Fullscript.

Best wishes,

Alix Balevi
HR Manager
Fullscript



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