

**deirdre\_cfa@icloud.com**

---

**From:** Indeed Apply <indeedapply@indeed.com>  
**Sent:** Thursday, February 15, 2018 8:39 PM  
**To:** deirdre\_cfa@icloud.com  
**Subject:** Indeed Application: Assistant Controller



You submitted an application for:



Assistant Controller  
Fullscript - Ottawa, ON

Submitted

Get job updates from **Fullscript**.

*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

Assistant Controller  
Fullscript - Ottawa, ON

Assistant Controller  
Pythian - Ottawa, ON

Assistant Controller  
Robert Half Finance & Accounting - Gatineau, QC

#### For your records:

Your Message:  
"Dear Recruiter,

A seasoned professional, I am currently looking to re-enter the workforce after one year away to take care of family matters. I am

what

where

Ottawa, ON

job title, keywords or company

city or province

Find Jobs

Advanced Job Search

## Assistant Controller

Fullscript - Ottawa, ON

We're a fast-growing (and ridiculously hard-working) Ottawa-based company, recognized over the last 2 years as Ottawa's fastest growing company and have grown over 3000% in 3 years.

Today, Fullscript is a digital supplement dispensary that replaces or reduces the need for an in-office inventory of supplements. Tomorrow, Fullscript will be much more than just a supplement dispensing tool - we are an integral prescribing tool for the integrative practitioner.

We are currently in the process of looking for an Assistant Controller to join our growing team. Our team is working hard on pushing a massive boulder up a mountain in the healthcare industry. This boulder is a movement towards healthcare that is functional and integrative.

The Assistant Controller will work with the Controller to maintain, support and continue to develop the financial operations for Fullscript. The Assistant Controller will be responsible for the accuracy and timeliness of the accounting and reporting function to support the growth plans of Fullscript.

What you'll get to do

Overseeing and assisting the Controller and the finance team in all financial aspects of the business including:

Hands-on management of bookkeeping/accounting, billing, payables and cash disbursements, payroll processing and remittances, tax remittances/filings, bank reconciliations, intercompany reconciliations and other account reconciliations.

Overseeing on company capital resources, budgeting, reporting, projections, financial strategy and capital structure.

Ensuring controls are in place to manage/mitigate key financial and business risks; monitor compliance.

Monitor actual to budget results and report on financial metrics monthly.

Manage tax registrations, returns, filings, and general compliance.

Assist in establishing the legal and operational framework in countries where we operate.

Working with the team to implement best practices or process improvements (A/P, returns, policy development, payments & expense tracking).

Coordinating annual financial budgeting process to ensure alignment with stakeholders.

Producing comprehensive month-end accounts packs.

**Supporting ME reporting:**  
Inventory analysis

GM analysis (Sales / Refunds - Testing)

Review / Analyze monthly accruals

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

Follow

#### Sales tax entry review

Collaborating with IT, Customer Support, Logistics, Partnerships and Operations colleagues and fostering compliance with financial policies and controls.

#### What you bring

University degree in Accounting, Commerce or Business Management/Administration.

5+ years experience in a corporate accounting environment with solid technical accounting knowledge.

Solid knowledge of GAAP and IFRS.

Spreadsheet wizard, you broke excel a few times.

Comfortable with multiple accounting software products.

You are a Do-er - someone who not only thinks of ideas but implements them

Self-starter with the ability to adapt and add value in a fast-paced environment, flexibility to changing demands and efficiently manage multiple priorities in collaboration with team members.

Super Microsoft Excel skills with the ability to use intermediate-advanced formulas to analyze and summarize data.

Excellent organizational skills and demonstrated attention to detail

Work hard and smart and expect the same from us.

Cool if you have

CPA Designation (CGA, CMA).

Have worked in US tax compliance.

#### Perks

We hope that you're excited by all the possibilities that come with working at Fullscript! In addition to our unique culture, we also offer these fun perks and benefits:

Access to comprehensive medical, vision, and dental coverage - fully covered, by us.

Free breakfast, coffee, tea, french vanilla, and snacks in the office

#### Equity options

A wellness committee that focuses on our 5 pillars of health - Nutrition (free breakfast), Movement (running club, weekly fitness challenges), Community Involvement (blood drives and raising money for the Ottawa Food Bank), Education (guest speakers) and Social Well-Being (outings, wine/beer tastings, etc..).

A great referral program - We want to meet your connections!

Flexible work hours and the ability to work from home 2-3 days a week.

Unlimited dogs to pet and add to your Instagram.

We value your growth - We will find time to help you learn and grow in your personal and professional development.

#### Joining us

Does the idea of working for a health-tech startup doing what you love everyday sound exciting? Great, we'd love to hear from you.

**deirdre\_cfa@icloud.com**

---

**From:** GWL/LL @ icims <greatwestlife+autoreply@agents.icims.com>  
**Sent:** Thursday, February 15, 2018 6:31 AM  
**To:** deirdre\_cfa@icloud.com  
**Subject:** Thank you for applying at CA-ON-Ottawa

Dear Deirdre,

Thank you for your recent application for the role of Financial Analyst I, Group Customer in our organization. Your resume will be reviewed by our recruiting team once the posting has closed. Should we determine that your background meets our current requirements, we will contact you via telephone or email.

You may also log into your profile at anytime to view the status of your application.

Thank you for your interest.

**Human Resources**

This is an automated email response. Please do not reply.

*If you no longer wish to receive e-mail from Great-West Life, London Life and Canada Life, click here:*  
<https://greatwestlife.icims.com/icims2/?r=7DE0353722&contactId=1291456&pid=88&hashed=1111559064>.

This message was sent to deirdre\_cfa@icloud.com. If you don't want to receive these emails from this company in the future, please go to: / Si vous ne voulez plus recevoir de courriels de la Great-West, London Life et Canada-Vie, cliquez ici

<https://greatwestlife.icims.com/icims2/?r=7DE0353722&contactId=1291456&pid=88>



GWL

Careers (/)

≡ Menu

- Culture and benefits (<https://www.careers.greatwestlife.com/culture-and-benefits/>)
- Career streams (<https://www.careers.greatwestlife.com/career-streams/>)
- Students and new graduates (<https://www.careers.greatwestlife.com/students-new-graduates/>)
- Locations (<https://www.careers.greatwestlife.com/locations/>)
- Search job opportunities (<https://gwlcareers-greatwestlife.icims.com>)

• [fr \(https://www.carrieres.lagreatwest.com/\)](https://www.carrieres.lagreatwest.com/)

•

(<http://www.greatwestlife.com>)

•

(<http://www.londonlife.com>)

•

(<http://www.canadalife.com>)

Returning Candidate?

[Log back in!](#)

## Financial Analyst I, Group Customer

All times are in Eastern Standard Time.

<b>Job ID</b>	2018-14784	<b>Company</b>	Great West Life
<b>Job Location</b>	CA-ON-Ottawa	<b>Job Category</b>	Customer Service
<b>Job Type</b>	Full Time	<b>Job Industry</b>	Financial Services and Banking, Insurance
<b>Career Level</b>	Experienced	<b>Years of Experience</b>	..
<b>Posted Date</b>	2/12/2018	<b>Posted End Date</b>	2/23/2018

### More information about this job

(<http://www.greatwestlife.com>) (<http://www.londonlife.com>) (<http://www.canadalife.com>)

(<http://www.greatwestlife.com>)

(<http://www.londonlife.com>)

(<http://www.canadalife.com>)

Careers with Great-West Life Co.

(<https://www.linkedin.com/company/615741/>)

(<https://www.facebook.com/GreatWestLife/>)

(<https://twitter.com/greatwestlifeca>)

© Great-West Life Co. 2009-2017

- Privacy policy (<https://www.careers.greatwestlife.com/privacy-policy/>)
- Legal (<https://www.careers.greatwestlife.com/legal/>)
- Internet Security (<https://www.careers.greatwestlife.com/internet-security/>)
- Accessibility (<https://www.careers.greatwestlife.com/accessibility/>)

fr (<https://www.carrieres.lagreatwest.com/>)

what

where

Ottawa, ON

Find Jobs

Advanced Job Search

job title, keywords or company

city or province

## Finance and Administration Coordinator

Global Centre for Pluralism - Ottawa, ON

**Position:** Finance and Administration Coordinator

**Organization:** Global Centre for Pluralism

### About the Centre

Founded by His Highness the Aga Khan in partnership with the Government of Canada, the Global Centre for Pluralism is an independent, charitable organization inspired by Canada's experience as a diverse and inclusive country. The Centre was created to understand the dynamics of pluralism and to advance positive responses to the challenge of living peacefully and productively together in diverse societies.

The Centre's beautiful, one-of-a-kind facilities at 330 Sussex Drive were originally built in 1905 to serve as the Dominion Archives of Canada and later housed the Canadian War Museum. Beautifully appointed spaces of various sizes are available for executive meetings, seminars, panel discussions, workshops, receptions, banquets, remote meetings and more.

The Centre aims to create a positive work environment that fosters independence and creativity while promoting excellence, professionalism and teamwork. For more information about the Centre, please visit [www.pluralism.ca](http://www.pluralism.ca) / [www.pluralisme.ca](http://www.pluralisme.ca)

### Position Summary

The Finance and Administration Coordinator is responsible for the organization's complete payment functions and provide assistance with budgets, financial statements, audit working papers, financial analysis and special projects, as well as providing assistance to other colleagues.

### Duties and Responsibilities

- Processes vendor invoices verifying authorizations and account coding as per organizational policies and procedures
- Prepares payments, including electronic transfer funds, (EFTs), wire transfers and bank transfers, and prepares associated reports
- Establishes and maintains pre-authorized payments to vendors and suppliers
- Record accounts payable entries into the accounts payable system weekly for invoices and monthly for credit card payments
- Ensures vendor payment terms are met and potential payment discounts are maximized
- Responds to all enquiries in a timely manner
- Complete monthly bank reconciliations, debit notes, PAP and credit card paper work and sign-off in a timely manner
- Prepare various analysis to save money and increase efficiency
- Record month-end entries in a timely manner
- Assists in the preparation of working papers, annual financial statements for audit and ensure that all relevant information is provided to the statutory, CRA and donor auditors
- Ensure that record keeping meets the requirements of auditors and government agencies (CRA)
- Banking of the cheques received from space rentals and others.

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

Follow

- Support in preparation of the space rental invoices and recovery of the operations/overhead costs. Ensure recovery of the outstanding amounts
- Analyzes and reports on financial spending and provides variance analysis to the Finance Officer
- Examine contracts binder and purchase order system and track account status
- Provides assistance to finance colleagues on various accounting tasks

#### Job Specification

##### • Education & Experience

Bachelor's degree in accounting or relevant field or accounting diploma/certification. Minimum three (3) years' experience in an accounting role preferable in a not-for-profit setting.

##### • Knowledge, Skills and Abilities

Must be adept with standard technical and computer tools commonly used in office applications, including accounting software and Microsoft Office Programs, specifically Excel. Incumbent must demonstrate interpersonal skills with the ability to communicate effectively, both verbally and in writing, with suppliers and department managers. Must demonstrate good time management skills, with the ability to plan, prioritize and organize work to meet deadlines. Must exhibit good judgement and problem solving skills with the initiative to learn new skills and acquire knowledge. Must work well independently and as a part of a team to complete work under strict deadlines.

GCP is committed to equity in its mandate and its staff.  
Remuneration is based on qualifications and experience.

**Closing date for applications:** February 16, 2018

Applications may be submitted via email to [careers@pluralism.ca](mailto:careers@pluralism.ca) or mailed to Careers (Finance), 330 Sussex Drive, Ottawa, Ontario, K1N 0C7. Each applicant should include a letter of interest and a resume highlighting relevant experience.

CharityVillage.com - 10 days ago - original job

[Apply Now](#)

[Save this job](#)

#### Other jobs you may like

Sales Administrative Coordinator

MultiCraft - Ottawa, ON

9 days ago

[Easily apply to this job](#)

Administrative Coordinator

University of Ottawa Heart Institute - Ottawa, ON

8 days ago

[Easily apply to this job](#)

Administrative Coordinator

The Associates Group Human Resources - Ottawa, ON

24 days ago

[Easily apply to this job](#)

Administrative Assistant, Operations Coordina...

Defence Construction Canada - Ottawa, ON

8 days ago

SummerPark Administration Coordinator

City of Ottawa - Ottawa, ON

14 days ago

[»See more recommended jobs - 200 new](#)

Harris  
Fin Analyst

**deirdre\_cfa@icloud.com**

---

**From:** Harris Computer Systems @ icims  
<harriscomputersystems+autoreply@agents.icims.com>  
**Sent:** Thursday, March 1, 2018 8:53 AM  
**To:** deirdre\_cfa@icloud.com  
**Subject:** Thank you for your application

Dear Deirdre,

Thank you very much for your recent application to Harris Corporate . Your resume will be reviewed by our recruiting staff, and we will make sure to get in touch with you soon, should we feel that your background meets our current needs.

Thanks again.

Harris Computer Systems

---

This message was sent to deirdre\_cfa@icloud.com. If you don't want to receive these emails from this company in the future, please go to:

<https://harriscomputersystems.icims.com/icims2/?r=102A89057&contactId=412962&pid=29794>

what

where

Ottawa, ON

Find Jobs

Advanced Job Search

job title, keywords or company

city or province

## Financial Analyst

Harris Computer Systems

10 reviews - Ottawa, ON

### Position Overview

Harris Corporate is seeking a **Financial Analyst** to work closely with fellow Analysts and the divisional Controller in providing financial support and analysis for the division. The successful applicant will be working in a Vertical Group along with a team of highly motivated individuals who are engaged in continuous improvement. This position is based in our Ottawa, Ontario Canada headquarters.

### Primary Functions

- Understanding the divisional operations and how they drive the financial results;
- Working with finance team (Ottawa) and business units (Canada/US) to meet reporting deadlines;
- Forecasting, tracking & analyzing deferred maintenance, hardware, software and professional services revenue streams;
- Managing the month-end and quarter-end close processes, by analyzing results, preparing journal entries and detailed balance sheet reconciliations as well as reporting for senior management;
- Preparing and reviewing invoicing requests as well as actively following up with the business unit on any unbilled milestones on active projects;
- Using reporting software to forecast benefits, payroll taxes and depreciation as well as updating actual results for headcount, bookings and backlog;
- Ensuring that established control procedures are in place and identifying control risks;
- Identifying, improving, and standardizing processes within Finance where possible;
- Building effective relationships with and providing excellent customer service to the business unit(s); and
- Special projects & ad hoc reporting as required by divisional Controller, EVP and VP's.

### Qualifications

- Professional Accounting designation;
- Ability to meet deadlines in a rapidly changing business environment;
- Ability to work independently and balance competing demands;
- Advanced knowledge of MS Excel and Microsoft Office Suite (Outlook, PowerPoint, etc.);
- Desire to take initiative;
- Excellent analytical, research and problem solving skills;
- Full ownership of work;
- Experience with project accounting (% complete) and software revenue recognition;
- Strong attention to detail;
- Strong communication and interpersonal skills;
- Works well in a team environment

### Preferred:

- 5+ years of work experience in an accounting or finance environment
- Experience with Great Plains

**Company Overview** Working for Harris is the perfect opportunity to fulfill your professional goals as well as achieve your personal goals and dreams! We are a financially strong, growing and stable



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

Follow

Harris Computer Systems

10 reviews

Harris means choice, expertise & relationship. Choice among industry leading software solutions. We provide choice by building or...

company that offers employees the opportunity to learn and have fun! We empower our employees to make a difference and directly contribute to the success of the organization!

Our employees enjoy a casual work environment that offers comfort while providing superior service to our customers. We offer a comprehensive benefit package as well as other additional "Perks"!

Harris Computer is a member of the Constellation Software Inc. group of companies. Constellation Software is a rapidly growing conglomerate of vertical market software (VMS) companies; each focused upon dominating its respective market niche. Constellation's growth is based on a simple strategy: identify promising VMS firms; acquire them; and then integrate them into the Constellation family while building on their fundamental strengths to help them become world class organizations.

Harris is an EEO/AA/Disability/Vets Employer.

#WeAreHarris

7 hours ago - original job

[Apply on Company Site](#)

[Save this job](#)

Did you apply to this job?

[Yes](#) - [Maybe later](#) - [Not interested](#)

**Other jobs you may like**

Financial Analyst

Harris Computer Systems - Ottawa, ON

7 hours ago

Financial Analyst

LRO Staffing - Ottawa, ON

1 day ago

[Easily apply to this job](#)

Financial Analyst

TRM Technologies Inc. - Ottawa, ON

2 days ago

Financial Analyst

Altis Professional - Ottawa, ON

1 day ago

Financial Analyst

Talentcor - Ottawa, ON

2 days ago

[Easily apply to this job](#)

» See more recommended jobs - 171 new

- Financial Analyst jobs in Ottawa, ON
- Jobs at Harris Computer Systems in Ottawa, ON

[About](#) - [Help Centre](#)

©2018 Indeed - [Cookies](#), [Privacy](#) and [Terms](#)



[Sign Out](#) [My Account](#) [Subscribe](#) [Contact Us](#)

Deirdre Moore

[FIND A JOB](#) [POST A JOB](#) [VOLUNTEER](#) [NONPROFIT EVENTS](#) [ACTIVE LEARNING](#) [KNOWLEDGE CENTRE](#)

[ORGANIZATIONS](#) [UNSUNG HEROES](#) [Q](#) [🛒](#)

#### CONGRATULATIONS!

You've completed the application for the Finance Administrative Assistant position at L'Arche Ottawa.

#### PLEASE RATE YOUR APPLICATION EXPERIENCE

Please rate and comment on your own experience in applying for this job below. This feedback will not be attached to your application, but will be used solely to help refine and improve the application process.

RATING

Enter your comments here

[SUBMIT FEEDBACK](#)

[GO TO MY CANDIDATE PROFILE](#)



1. HOME
2. > FIND A JOB
3. > JOB POSTING

[Back to Search Results](#)
[Print Version](#)
[Save Listing](#)

## FINANCE ADMINISTRATIVE ASSISTANT



ORGANIZATION NAME	JOB CATEGORIES	POSITION TYPE	REGION AND LOCATION (S)	CAREER LEVEL	SALARY	AD ONLINE SINCE	APPLICATION DEADLINE
L'Arche Ottawa	• Accounting / Finance	Contract - Part Time	• Ontario - Ottawa Area	Experienced (Non- manager)	N/A	2018-02-05	2018-02-09

0Share

Works under the supervision of the Finance Coordinator in order to ensure appropriate, accurate and timely financial transactions are met.

**Job type:** Part time (contract) position, with a  
duration of 4 months

**Job Schedule:** 2-3 days/week

**Salary interval:** per/ hour

**Years of experience:** 1-2

**Level of Education:** Post-Secondary

**Supervision:** Finance Coordinator

**Location:** 11 Rossland Ave, Ottawa (ON)

### RESPONSIBILITIES:

- Assist with reviewing and posting all accounting entries, payments, inflows and other internal transactions including monthly bank reconciliations and deposits
- Preparing Purchase Orders
- Managing and preparing office petty cash reconciliation
- Keeping financial files up-to-date
- Review and revise the accounting system (software) and bookkeeping on as needed basis
- Assist Assistants Coordinator with payroll process including but not limited to: timesheet review, identify errors and omissions etc.
- Assist with review of the household finances and create monthly reconciliation sheets.
- Research and recommend specific purchases upon request.
- Support with creating and distributing guidelines and best practices

- Assisting with budget preparation and reporting
- Assisting with preparation of audit
- Assisting with gathering of information on specific projects
- Keeping up-to-date vehicle maintenance records
- Other duties required by management

**Qualifications:**

- Post-secondary education required
- Proficient in the use of Word, Excel and PowerPoint, data bases such as Access, SAGE (Simply Accounting),
- Strong analytical, organizational and problem-solving skills
- Attention to detail
- Ability to multi task and work independently
- Self-motivated and team-oriented
- Ability to work in a high volume environment and adhere to strict deadlines is a must
- Good judgment in dealing with sensitive and confidential information in a diplomatic, professional and tactful manner
- High level of attention to detail, and well developed organizational and prioritization skills
- Ability to write and speak in both English and French. In French, ideally able to communicate at the intermediate level of oral and written competency.

Please use the Apply Now button below  
to be considered for this position.

Apply Now This functionality is only available on a desktop or  
laptop computer.

[Click here](#) for important information about  
applying for a job through CharityVillage.

0Share