



WE'RE HIRING!

# FINANCIAL ANALYST

(AKA Fuzzy Finance Fossa)

@canopyplanet

[www.canopyplanet.org](http://www.canopyplanet.org)





### Location

**Remote (within a 4-hour time zone of PST)**

### Position Type

**Full time, 12-Month Contract**

### Reports To

**Finance Manager**

### Start Date

**ASAP**

### Compensation

**85K-120K gross per annum, contingent on experience, plus benefits. For applicants outside Canada, the salary will align with a benchmarked salary band based on location. Please reach out to Anna for more information.**

### Deadline for Applications

**Until Filled**



## **ABOUT CANOPY**

Canopy is a solutions-driven not-for-profit environmental organization dedicated to protecting forests, species, and climate. In 2023 Canopy received a \$60 million investment through The Audacious Project to help us reach our goal to transform the world's paper, packaging, and viscose supply chains to save forests and ensure a livable planet for us all.

## **ABOUT THE ROLE**

The Financial Analyst is responsible for strategic fiscal management and ensuring Canopy's financial integrity. Responsibilities include conducting in-depth financial analyses, maintaining accurate and transparent financial records, supporting the implementation of a new expense system and supporting key stakeholders in decision-making processes. The Financial Analyst upholds the highest financial compliance standards, providing timely and insightful reporting and fostering collaboration across departments to optimize resource allocation. Through meticulous bookkeeping and strategic financial planning, this position will contribute to the overall success of Canopy's mission.



**RESPONSIBILITIES:**

**Financial Analysis & Planning:**

- Maintain accurate and up-to-date financial records using accounting software.
- Conduct comprehensive financial analyses to support strategic decision-making.
- Develop and manage financial models for forecasting, budgeting, and performance tracking.
- Collaborate with department heads to assess budgetary needs and optimize resource allocation.

**Expense Management:**

- Review and reconcile expense reports, ensuring compliance with organizational policies.
- Support the planning and implementation of a new expense management system.
- Work closely with team members to address any financial queries or discrepancies.

**Bookkeeping:**

- Maintain accurate and up-to-date financial records using industry-standard accounting software.
- Process accounts payable and receivable transactions in a timely manner.
- Reconcile bank statements, ensuring accuracy and identifying discrepancies.

**Reporting:**

- Generate regular financial reports for internal stakeholders and donors.
- Provide support for donor reporting, ensuring transparency and accuracy.
- Provide insights into financial performance and contribute to the preparation of board presentations.

## RESPONSIBILITIES (Continued):

### Compliance:

- Ensure adherence to accounting principles, legal regulations, and organizational policies.
- Provide support in the preparation for external audits by providing necessary documentation and explanations.

### Collaboration:

- Work closely with the Operations team, providing financial insights into personnel-related expenses.
- Collaborate with Team Heads to align financial strategies with project goals.

### How you will work in this Role:

- You are detail-oriented and have a keen eye for maintaining accurate and up-to-date financial records.
- You efficiently process accounts payable and receivable transactions with precision.
- You are results-oriented; self-directed and highly organized with a “Yes, And...” attitude.
- You have highly developed and succinct communication skills (written and verbal) with the ability to translate messages to different audiences.
- You are unquestionably reliable and consistent.
- You use your meticulous project management skills to lead projects.
- You have a willingness to work hard and take direction – but also creatively solve problems for which the answers aren’t always obvious.
- You regularly manage and motivate staff from diverse backgrounds in a team-oriented environment.



## **QUALIFICATIONS:**

- Bachelor's degree in Finance, Accounting, or a related field.
- Proven experience in financial analysis, planning, and bookkeeping.
- Proficiency in accounting software (e.g., Quickbooks) and advanced Excel skills.
- Strong analytical, organizational, and communication skills.
- Proven ability to solve complex problems and make informed decisions under pressure.
- Positive attitude, creativity, and ability to think strategically and innovatively.

## **JOB DESCRIPTION**

**If you want to learn more about the role and be Canopy's Fuzzy Finance Fossa, please contact our Chief Canopal Charmer, Anna, at [anna.abad-frederick@canopyplanet.org](mailto:anna.abad-frederick@canopyplanet.org)**



# How to apply in 2 easy steps:

1. Send us a Cover Letter and CV addressed to the hiring panel.
2. Email to [recruitment@canopyplanet.org](mailto:recruitment@canopyplanet.org) and mark the subject line "Fuzzy Finance Fossa!"

*Canopy embraces justice, equity, diversity, and inclusion and is committed to a workplace that is enriched by the people, needs, and desires of our diverse global community. We thank all applicants however we will only be contacting candidates successful in securing an interview.*

**“There are few environmental organizations that can match Canopy in its unflinching commitment to saving the world’s forests and the many species that depend on them, while having the pragmatic acumen necessary to help companies do better by those forests”**

**- Margaret Atwood**



## **ABOUT CANOPY**

Canopy is an award-winning not-for-profit organization dedicated to protecting the world’s forests, species, and climate, and supporting the advancement of community rights. Canopy collaborates with more than 750 companies to implement robust environmental policies, catalyze innovative solutions, transform unsustainable supply chains, and secure forest conservation and human rights. Best known for greening the Harry Potter series internationally, Canopy’s partners include Stella McCartney, The Guardian, The Gap, Sainsbury, Penguin Random House, The Globe and Mail, and H&M. Canopy’s work relies on the support of individual donors who share our passion for the planet.



Canopy is a nimble, fast-paced, results-driven conservation organization with a strong track record of success. We know that our planet is under stress and believe that change is long overdue. We think 800-year-old trees don't need to be used to make packaging, t-shirts, or junk mail - and we're committed to doing all we can to keep them standing. We love chocolate and playing charades. Working hard is in our DNA - as is having fun and being creative. Pragmatic and audacious, we are driven to produce results at a proportional scale to the environmental problems our world is grappling with. We are part of the growing movement that believes Nature Needs Half - a science-driven initiative that recommends 30-50% of the world's forests need to be protected by 2030 to ensure forest ecosystems are able to fulfill the ecological functions and services we need for life on Earth.

