



IDENTIFICATION

Title	Operations Support Officer
Reports to	Director of Operations
Type of Job	Contract – 12 months (Full Time)
Recruitment Timeline	Applications deadline: April 30 Interviews: from May 1 to May 15 Planned Start Date: May 25
Annual Salary Range	\$ 47,000 – 52,000/year

ABOUT THE CANADIAN AUDIT AND ACCOUNTABILITY FOUNDATION (CAAF)

CAAF is a not-for-profit organization dedicated to promoting and strengthening public sector audit, oversight, and accountability in Canada and globally through research, education, and knowledge sharing.

Since 1980, we have provided research, training, and guidance to public sector auditors and oversight bodies across Canada and internationally, in both developed and developing countries. Our professional development programs include a wide range of topics primarily focused on performance auditing and parliamentary oversight of legislative audits.

JOB SUMMARY

The Operations Support Officer is responsible for providing broad administrative support for CAAF operations, including corporate services and the lines of business.

MAIN DUTIES AND RESPONSIBILITIES

Financial Operations:

- Assist in processing financial information, including budgeting, expense tracking and processing, invoice processing, and payroll support
- Perform VISA statement of reconciliations

Human Resources Support:

- Support HR activities, including recruitment, onboarding, staff training
- Maintain employee records and produce reports and update policies as required



IT Support:

- Participate in discussions with the IT vendor and troubleshoot basic IT issues

Administration:

- Provide general office support, including procurement of office supplies
- Organize meetings and events, including sending emails, preparing presentations (including translations) and taking minutes
- Maintain office files, including data entry
- Monitor email inboxes and triaging inquiries

Marketing and Communications:

- Support communications efforts associated with the production of newsletters, website updates, social media, and internal communication

Membership Support:

- Support the organization's membership program, including communications, renewals, access and membership data

EDUCATION AND EXPERIENCE

- College degree in administration or related field
- 1+ years of experience in administrative supporting roles
- Experience in nonprofit or public sector organizations
- Experience working with external vendors and contractors
- Strong proficiency with MS Office (Excel, Word, PowerPoint)
- Experience with CRM systems (preferable, but not required)

SKILLS AND COMPETENCIES

- Fluency in English and French (written and spoken) (required)
- Adaptability and willingness to take on new challenges
- Excellent attention to detail
- Strong interpersonal and communication skills
- Ability to coordinate multiple tasks efficiently and proactively
- Strong communication and collaboration skills
- Ability to think quickly and propose solutions

THE IDEAL CANDIDATE WILL BE

- Highly organized and able to adapt to changing priorities
- Results-oriented
- Able to work as part of an energetic team
- Motivated to work collaboratively and deliver value



WORKING CONDITIONS

- CAAF Head Office is in Ottawa, Ontario
- We offer a hybrid working model – a positive, balanced, work environment where there is trust, cooperation, risk-taking support, accountability, and equity.
- CAAF offers a competitive employee benefits package, including 2 weeks' vacation, a total of 15 statutory and CAAF paid holidays (i.e.: office closes between December 25th and January 1st).
- From time to time, it will be required to work outside of normal business hours, particularly when working with international members and clients in different time zones.

APPLICATION PROCESS

Please submit a cover letter and your resume to: career@caaf-fcar.ca

Deadline to apply: April 30th, 2026. Interviews will begin on May 1st, 2026.