

Career Path to Becoming A CGA Not for Profit Sector

Experience Example Paths



Foundation Level Experience

Small Organization

- ✓ Bookkeeping
- ✓ Data entry
- ✓ Billing
- ✓ Clerical duties

Large Organization

- ✓ Computer transactions
- ✓ Reporting
- ✓ Clerical duties



Early Professional Level Experience

Small Organization

- ✓ Responsible for accounting functions, cash flow, cash management
- ✓ Bookkeeping
- ✓ Secretarial duties
- ✓ Treasurer duties
- ✓ Reporting
- ✓ Finalizes financial statements and information to senior government agencies and Board of Directors

Large Organization

- ✓ Senior level accounting duties
- ✓ Manages / supervises staff
- ✓ Cost and billing analysis
- ✓ Systems implementation and enhancements
- ✓ Revenues and expenses to programs and/or funding sources
- ✓ Program analysis
- ✓ Cost-benefit analysis



Late Professional Level Experience

Small Organization

- ✓ Financial planning and forecasting
- ✓ Manages financial statements and reports
- ✓ Implements computer systems
- ✓ Hires, trains, manages junior staff
- ✓ Manages investments and finances
- ✓ Program planning and analysis
- ✓ Reports to Board of Directors

Large Organization

- ✓ Senior level accounting duties
- ✓ Manages financial statements including inter-company transactions and consolidations
- ✓ Program planning and analysis
- ✓ Hires, trains, manages staff
- ✓ Manages investments; cost-benefit analysis on acquisitions, capital planning, and organization structure
- ✓ Prepares complex reports for government or funding agencies
- ✓ Presents reports to Board of Directors and/or senior management