



The Children's Foundation has an opening for a positive, forward-thinking Finance Coordinator to help set the stage for continued growth and efficiencies. If you are interested in joining a dynamic team that creates positive impact for children and youth in our community, we want to hear from you!

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| Job Title: | Finance Coordinator |
| Reports to: | Executive Director |
| Position: | Full Time |
| Salary: | Commensurate with experience |
| Benefits: | Medical, Dental and RRSP package |

Summary:

Reporting to the Executive Director, the Finance Coordinator manages the financial and human resources functions of The Children's Foundation.

General Responsibilities:

Regular duties include the following;

- Show proficiency in all aspects of corporate accounting and all pertinent GAAP;
- Maintain systematic records of all foundation business transactions, ensuring all revenue and expenditures are appropriately recorded and allocated by specific program;
- Accumulate and consolidate all financial data necessary for preparation of monthly financial statements including presentation of variance analysis;
- Ensure an accurate and timely monthly, quarterly, and year-end close;
- Monitor all donations and record all deposits;
- Manage cash positions in multiple bank accounts;
- Support and contribute to the ongoing development of systems and processes to enhance management reporting and budgeting processes;
- Prepare monthly bank and credit card reconciliations;
- Assist with the preparation of annual budgets and once approved, work to implement the budgets including budget analysis;
- Administer all corporate and human resources activities including payroll, employee benefits, RRSP, corporate insurance, and related activities;
- Track paid time off and lieu time accrual and usage;
- Track and manage all accounts payable and accounts receivable including cheque processing and invoicing;

- Develop and maintain accounting policies and procedures;
- Prepare workpapers and reports for auditors and assist with year-end audit;
- Oversee management of investment portfolio in partnership with the Executive Director and external investment advisor;
- Assist in the development and implementation of system controls where necessary;
- Support grant application writing for funding and search out new funding sources for the programs offered at The Children's Foundation;
- Complete special projects and analysis for management as assigned by the Executive Director;
- Other duties as required.

Qualifications:

- Bachelor's Degree or Diploma in Commerce, Finance or Accounting;
- Minimum of two (2) years work experience in detailed accounting, budgeting, financial planning, and analysis, preferably in a not-for-profit environment;
- Extensive Microsoft Excel experience, proficiency in Microsoft Word and PowerPoint;
- Proficiency with Sage 50 and/or Quickbooks accounting software;
- Knowledge of financial regulations;
- Experience in Donor Perfect or other CRM an asset;
- Clean Vulnerable Sector Check;
- Strong ethics, with an ability to manage confidential data;
- Valid "G" drivers license – access to automobile an asset.

Essential Traits:

- A passion for helping children;
- Excellent verbal and written communication skills;
- Flexible mindset and innovative thinker;
- Willingness to engage in continuous learning and training;
- Strong organizational, analytical, and interpersonal skills;
- A team player.

Please forward your cover letter and resume to melanie.cressman@thechildrensfoundation.ca with the subject line "I want to join your team"