



Community Foundations of Canada is hiring – join our team!

Finance Coordinator

Community Foundations of Canada (CFC) is a movement for community vitality, with a mission to build stronger communities by enhancing the philanthropic leadership of community foundations. CFC is the national network of Canada's 191 community foundations--local philanthropic organizations that help Canadians invest in building strong and resilient places to live, work, and play.

CFC is a small team of 20 staff that dreams big about community impact, with a supportive culture rooted in learning, collaboration, and a dedication to teamwork. The head office is in Ottawa, and the team works closely with the network of community foundations from coast to coast to coast. We offer full benefits (dental, medical, vision care, paramedical, life insurance), flexible work hours, generous leave entitlements, learning and development opportunities as well as ongoing professional development. We are also a family friendly, business casual workplace.

This is an outstanding opportunity for someone to join the CFC team as the Finance Coordinator.

Who are we looking for?

We are looking for a self-starter with a can-do, roll-up-your-sleeves attitude who is not afraid to dive-in wherever necessary to get the job done. The right candidate will have a special mix of skills that combines a keen eye for detail, a warm and positive demeanor, significant autonomy, and a resilient and solutions-oriented attitude. That person will have strong interpersonal skills, patience, and will genuinely enjoy helping and working with people. As the Finance Coordinator, you must have post-secondary education in Accounting, and a minimum of 2 years' experience. Qualified candidates will possess advanced Excel skills and be exceptionally competent with QuickBooks.

Responsibilities

Working alongside the current CFC finance team, the Finance Coordinator's responsibilities include but are not limited to:

Operations:

- Review and verify invoices, expenses claims, and cheque requests
- Sort, code and match invoices and expense claims
- Data entry: manually enter or electronically upload invoices/ cheque requisitions/ expense reports and credit memos into accounting system, verify account codes and approval signatures
- Prepare and perform cheque runs which include wire transfer payments and EFTs
- Reconcile monthly corporate credit card reconciliation
- Liaise with staff for administration of various projects
- Track expense claims submitted and paid; follow-up with outstanding claims not submitted
- Data entry: manually enter or electronically upload invoices/ cheque requisitions/ expense reports and credit memos into accounting system, verify account codes and approval signatures
- Maintain vendor files both electronic and paper.



- Corresponding with vendors and respond with inquiries
- Producing monthly reports
- Ensuring financial records are accurate and up to date and preparing monthly reports in a timely fashion
- Assist with year-end audit. Prepares A/P yearly accruals and prepaid schedules
- Responds to email and telephone enquiries from internal and external stakeholders and respond appropriately to inquiries.
- Researches and resolves invoice discrepancies and issues.

Other responsibilities:

As part of CFCs culture of collaboration, partnership, and support, the Finance Coordinator will provide other logistical, engagement, communications, and support to CFC's projects and initiatives as needed.

We're keen to find a dynamic and motivated individual who has:

- Strong ability to plan and manage multiple projects simultaneously in a fast-paced environment
- An eye for accuracy and quality assurance
- Comfort with computer-based solutions and knowledge of MS Office, Gmail, Google Drive
- Excellent written and verbal communication skills
- Ability to manage, analyze, and interpret financial and statistical data
- Ability to prioritize work appropriately and work to deadlines
- Ability to work independently and also within a team

The Specs

This position is a permanent full-time position and is located in Ottawa at our downtown office.

How to Apply

Email a detailed cover letter explaining why you think you are a fit for this role along with your résumé to Lesley Inglis at linglis@communityfoundations.ca. Please list Finance Coordinator in the subject line. The deadline for applications is April 6th at 5:00pm EDT, although applications will be evaluated on a rolling basis so please apply early.