



## **Job Posting: Finance Coordinator (Part-Time, 3 days/week)**

### **ABOUT THE STOP:**

The Stop Community Food Centre is at the forefront of dignified, innovative programs that provide access to healthy food; build skills, health, hope, and community; and confront the underlying issues that lead to poverty and hunger. Firmly rooted in the Davenport West and St. Clair West communities of Toronto, our programs include drop-in meals, a food bank, community kitchens and gardens, perinatal and family support, and civic engagement. As we mark our 35th year as an organization, it is not without a certain ambivalence. Thirty-five years of working on poverty is hardly cause for celebration. But 35 years of working to build community, understanding, and connection, and challenging ourselves and the systems that breed inequity, is more than a legacy. It is a way forward.

### **THE OPPORTUNITY:**

Reporting to the Director of Finance, the Finance Coordinator is an integral part of the finance team and is responsible for coordinating a central bookkeeping service for the charitable organization. As a charitable organization with a range of funding sources, the Finance Coordinator must be skilled at managing and monitoring income and expenditures in many categories and fund types with multiple restrictions and accountability requirements.

### **KEY DUTIES & RESPONSIBILITIES:**

- Process accounts payable. Including entering bills according to the coding system, preparing cheques, mailing cheques and filing.
- Insure that payments are properly authorized and accompanied by support documentation.
- Assist with monthly closing entries.
- Process semi-monthly payroll using Quickbooks system.
- Other data entry.
- General filing.
- Accountable for other job duties as assigned.

### **QUALIFICATIONS & SKILLS:**

- Substantial experience with bookkeeping using Quickbooks, and Microsoft Excel.
- Ability to efficiently use Quickbooks system functions, including invoicing, deposits, database management, etc.
- Familiarity with fund accounting concepts and terms as well as with the non-profit sector.

- Strong problem-solving skills with an ability to troubleshoot and give attention to detail.
- A post-secondary degree in accounting and/or equivalent qualifications.
- Enrollment in CPA courses will be considered an asset.
- Ability to organize a high volume of work, prioritize, and effectively handle spontaneous demands.
- Proven capacity to work in a self-directed manner and collaborate with others.
- Must be a creative, energetic, flexible, self-motivated, and detail-oriented professional.
- Demonstrated interest in and commitment to social justice issues.

**Wage range:** \$22.30 to \$25.55 commensurate to experience

**Start date:** As soon as possible

**Schedule:** 3 days per week (7.5 hours per day)

Qualified candidates are invited to submit a cover letter and resume through the [Charity Village posting](#) by October 27th at noon. No faxes, emails or phone calls please.

The Stop Community Food Centre is committed to employment equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted. Thank you for your interest in The Stop.