

The Catherine Donnelly Foundation is seeking a part-time Financial Administrator to support its finance, accounting, and investment activities.

About Us: The Catherine Donnelly Foundation is a private charitable foundation based in Toronto that provides grants and partners with charities across Canada to address issues in our priority areas of Housing, Adult Education and the Environment. The Foundation supports bold and innovative initiatives that advocate and pioneer new strategies to advance the interests of those most marginalized in our society and/or that further ecological justice. For more information on the Catherine Donnelly Foundation visit: www.catherinedonnellyfoundation.org

Job Summary:

- To perform financial and accounting duties. Responsibilities include general accounting such as coding, recording, posting and processing day-to-day transactions; processing accounts payable, payroll and investment records; maintaining, updating and reconciling accounting records; assisting in preparation of quarterly and annual financial reports and returns.
- Working under the direction of the Director of Finance & Investing (DFI) and as part of a small Foundation team, the Financial Administrator interacts with other staff and various Board and Committee members.

Key Duties and Responsibilities:

- **Accounts Payable:** process approved invoices and expenditures including allocation to appropriate accounts, entry into Sage 300 Standard for payment through accounts payable module;
- Process approved receipts;
- Maintain bank account records and reconcile the bank account monthly;
- **Payroll:** prepare the bi-weekly payroll input for approval and submit to the payroll processing system, ADP;
- Submit forms to the health and welfare benefit carrier to arrange for, change, and terminate coverage for employees. Assist employees in submitting claim forms. Maintain records of benefit enrolment;
- Respond to inquiries and requests regarding payroll, benefits, and other bookkeeping duties. Follow up to resolve errors and discrepancies in accordance with established procedures;
- **Investment Accounting:** summarize monthly investment activity from Custodian's reports. Prepare investment activity journal entries for approval, and process and reconcile revenue and asset accounts with Investment Manager's records;
- **HST:** maintain HST records and prepare for filing the semi-annual HST Public Services Bodies' rebate claim;
- **Quarterly Reports:** assist the DFI in the preparation of quarterly financial reports, measuring results against budget and identifying expenditure or income issues;

JOB POSTING FOR FINANCIAL ADMINISTRATOR

- **Audit and Budget:** assist the DFI in the preparation for the audit and the production of financial statements, budgets and the Annual Charity Information Return, by performing such duties as providing related documentation, preparing various accounting summaries and reports, and compiling statistics;
- Schedule and prepare minutes of the Finance & Audit Committee and Investment Committee meetings;
- Maintain the petty cash fund; maintain an orderly accounting filing system;
- Perform other related duties as required.

Qualifications:

- Accounting/Finance and Business Administration community college diploma or equivalent
- Minimum three years recent related experience or an equivalent combination of education, training and experience.
- Proficient in Simply Accounting (Sage 300) as well as QuickBooks desktop accounting software; proficient in preparing quality reports and deliverables using tools such as Microsoft Office Suite (PowerPoint, Excel, and Word)
- Excellent English communications skills
- Self-starter, team player, excellent organizational skills, strong follow-up and tracking skills, detail-oriented; professional presentation and conduct

Other details:

- **Job Category:** Accounting/Finance/Investments
- **Position Type:** Permanent part-time, 3 days/week
- **Location:** Toronto, ON
- **Salary:** Commensurate with experience
- **Application Deadline:** 18th March 2020

To apply: Please send your resume and cover letter as a single PDF to jobs@catherinedonnellyfoundation.org with the subject line, “**Application for Financial Administrator Position.**” Your cover letter should be no more than one page, and the filename of your PDF should follow the format, “**FirstName_LastName_Application**”.

Please note that we will be reviewing applications on a rolling basis, and you’re encouraged to apply at the earliest. We thank all applicants for their interest; however, only those who qualify will be contacted.

All inquiries and applications will be held in the strictest confidence.

The Catherine Donnelly Foundation is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants

of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply.