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EMPLOYMENT OPPORTUNITY

Finance Coordinator

The Chiefs of Ontario Finance Department is looking for a qualified and motivated individual for the position of Finance Coordinator. The Finance Coordinator's responsibility is to accurately record all day-to-day financial transactions of our company. The incumbent provides intermediate level expertise to the position, manages confidential and time sensitive information and serves as an important member on the Finance Team.

LOCATION: Toronto, Ontario

DUTIES AND RESPONSIBILITIES:

- Manage Purchase Order System
- Work with sector coordinators to make sure reporting is done accurately
- Record day to day financial transactions and complete the posting process
- Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
- Bring the books to the trial balance stage
- Perform partial checks of the posting process
- Enter data, maintain records and create reports and financial statements
- Process accounts receivable/payable and handle payroll in a timely manner
- Other duties may be assigned

Must be able to work flexible hours during busy seasons i.e. assembly seasons; out of town meetings, etc.

QUALIFICATIONS:

- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in English, ACCPAC 300 and in MS Office
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail

BENEFITS:

- Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Paid Sick Leave per Year
- Five (5) Days of Personal Time per Year
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

*Only successful candidates will be contacted.

Successful candidate must be fully vaccinated against Covid-19 and Eligible to work in Canada.

DURATION: ASAP to March 31, 2026 (Potential for renewal based on funding approval)

APPLICATION DEADLINE: Open until filled

Send letter of application, resume, and include two references marked confidential to:

Email: opportunities@coo.org