

Job Title	<i>Finance Administrator</i>
Department:	<i>Finance Department</i>
Reports to:	<i>Finance Manager</i>
Hours of work:	<i>8:30 a.m. – 4:30 p.m.</i>
Issued	<i>March 2021</i>

Company Overview

The Community Development Council Durham (CDCD) is an independent, not-for-profit social planning organization that has been working to enhance the quality of life for individuals, families and communities in Durham for 50 years. We organize a variety of research, community development and social planning initiatives as well as administer and deliver front line social service programs. Please visit us at www.cdcd.org for more information.

Job purpose

The Finance Administrator will provide financial and administrative support. The successful incumbent will be involved with accounts payable, processing payments and reviewing general ledger accounts for accuracy and reconciliation. Key areas of responsibility will include processing of entries and producing cheques on QuickBooks, and other duties as assigned by the Finance Manager.

This role will report to the Finance Manager and will provide general administrative support to the management team members as needed.

Duties and Responsibilities

The Finance Administrator contributes to the overall success of the organization by ensuring timely processing of all financial entries.

- Perform bookkeeping functions as assigned including the general ledger, and ensure Accounts Payables are entered and cheques are processed and posted accurately and in a timely manner
- Maintain records as it relates to vendor payments
- Assist the Finance Manager with monthly reports and closing entries
- Assist with Program reconciliations
- Provide audit support for all audits (funder and annual Agency audits, etc.)
- Liaise with other staff in support of ensuring requisitions have appropriate supporting documentation
- Maintain supporting documentation for funder reports as it relates to spending
- Other duties as assigned by the Finance Manager and/or Executive Director

Administrative Duties

Support members of the management team with general administrative duties

- Coordinate and assist with scheduling meetings and appointments
- Take accurate minutes of meetings
- Create, print and photocopy/scan documents as requested
- Coordinate, monitor and order office supplies across all CDCD's programs
- Maintain sufficient postage on postage meter
- File vendor invoices and other filing as required
- Maintain accurate lists and dispatch boxes to be archived at off site storage
- Update and distribute CDCD employee telephone directory listing
- General clerical duties for the management team as required
- Other duties as assigned by the Human Resources Manager

Qualifications

Education, Skills and Abilities

- Accounts Payable experience required
- Bookkeeping experience an asset
- Minimum of three (3) years' experience in a financial and or accounting environment using accounting software
- Experience working in a not-for-profit setting; working with government and foundation funders will be considered an asset
- Experience supporting and working with a management team
- A strong working knowledge of MS Office including Word and Excel and of computerized accounting software such as QuickBooks
- Commitment to professional excellence
- Ensure strict confidentiality and privacy of financial and organizational activities as they relate to the operational and strategic plan
- Effectively apply organizational and time management skills to prioritize workload, to problem solve, and to adapt to frequent interruptions and change
- Ability to multitask at a high level and succeed in a fast-paced environment
- A strong team player with the ability to work collaboratively or independently to achieve goals

Additional Requirements

- The Finance Administrator will work out of an office environment and will be required to lift up to 20 lbs. Prolonged sitting is required
- The Finance Administrator will need to be flexible in the case of attending evening and/or weekend meetings and events as required
- Class "G" Driver's license and reliable vehicle to use for CDCD business

APPLICATION PROCESS: Applicants are requested to submit their resume and a covering letter stating salary expectations, while outlining their strengths, experience and aptitude to fulfil the position requirements.

Please submit applications via email, with “Finance Administrator” in the subject line, to: hr@cdcd.org. We would appreciate no phone calls or agencies.

CDCD thanks all applicants for their interest; however, only those asked for additional information and/or selected for an interview will be contacted.

CDCD is committed to providing equal opportunity to all employees. We strive to create a diverse and inclusive workplace represents the cultural mosaic of our great city and the communities we serve. We recognize the value that comes from the different viewpoints, unique experiences and diverse perspectives of our employees, who bring fresh, new ideas to our business. Diversity plays a key role in our ability to deliver on our mission of providing clean, safe and affordable homes for tenants.

CDCD is strongly committed to diversity and inclusion within its community and encourages applications from Indigenous peoples, racialized persons/persons of colour, persons with disabilities, women, LGBTQ2S persons, and others who may contribute to fostering innovative ideas and solutions.

As an employer, CDCD has a duty to accommodate at all stages of the hiring process in accordance with the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act, 2005.