



Finance Specialist

Full-time, permanent (non-union)

[APPLY FOR THIS JOB](#)

<i>Job Title:</i>	<i>Finance Specialist</i>
<i>Location:</i>	<i>215 Evans Ave. Etobicoke, ON M8Z 1J5, onsite</i>
<i>Hours of Work:</i>	<i>37.5 Hours per week from 9:00am to 5:00pm</i>
<i>Rate of Pay:</i>	<i>\$65,000 - \$70,000 per annum</i>
<i>Deadline to Apply:</i>	<i>Until filled</i>
<i>Internal Reference number:</i>	<i>#0107</i>

The Jean Tweed Centre is building capacity to transform the level of safety and support for women with substance use, mental health, and gambling concerns.

We are a leading, community-based organization that provides a safe and supportive environment for women with substance use, mental health, and gambling concerns. Recognizing the diversity of women’s experience in today’s society, our programs seek to address a range of issues in a woman’s life that may contribute to substance use and gambling concerns. Understanding each woman’s experience within the broader physical, emotional, social, cultural and gender framework, we provide a client-centered approach to health.

Reporting to the Director, Finance and Administration, you are self-motivated, detail-oriented and proactive. A team player whose practical experience reflects the position’s requirements. You communicate with clarity and consistency, possessing high emotional intelligence that lets you relate to a variety of audiences in a way that is meaningful and inspiring. You are empathetic, able to create healthy boundaries and a good listener who is quick to build trust with internal and external audiences. Most importantly, you offer the passion and technical skills that are essential to achieving your goals on behalf of the Centre in a fast-paced, diverse, community-based environment.

As the Finance Specialist, you will:

- Process all invoices received for payment and be responsible for payment to all vendors in an accurate, efficient, and timely manner
- Handle all correspondence with vendors regarding billing and payments
- Process all accounts receivable and donations, prepare invoices, bank deposits and collections
- Reconcile general ledger accounts
- Reconcile and record staff expenses and credit card claims



- Assist with all financial reporting functions, month, quarter and year ends
- Perform initial financial analysis and contribute to the preparation of internal financial reports
- Assist in preparing budgets and monitor departmental spending
- Assist with the preparation of all required schedules and documents for the annual external audit and audit inquiries
- Help ensure that financial practices are in compliance with regulatory requirements, e.g. HST filing
- Contribute to the identification of opportunities for improving financial processes and systems
- As a member of the finance and administration team, provide support and backup to other team members
- Other duties as assigned

Qualifications:

- Degree or diploma in Accounting, Business Administration, or related field
- Minimum 3-5 years of full-time work experience in an accounting role
- Experience in the not-for-profit, charitable sector
- Experience with various financial software, QuickBooks, and financial systems
- High degree of initiative, with proven skills to work both independently and as part of a team
- Excellent analytical, interpersonal and communication skills (verbal, non-verbal and written)
- Ability to communicate and interact at all levels of the organization
- Good project management skills
- Proficient in MS Office (Word, advanced Excel, Outlook, etc.)
- Proficiency in English – verbal, written; additional languages considered an asset
- Staff are required to provide a valid police check

Ready to apply?

Submit your cover letter and resume: peopleandculture@jeantweed.com

We thank all applicants, however, only those being considered for an interview will be contacted. If selected to participate in the recruitment and selection process, please inform People and Culture at the above contact of the nature of any accommodation(s) that you may require in respect of any material or processes used to ensure your equal participation.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. We welcome all qualified candidates to apply, but Canadians and Permanent Residents will be given priority.