



POSITION TITLE: Finance Coordinator

REPORTING RELATIONS: Director, Finance and Operations

COLLABORATIVE RELATIONS: Other departments, management, stakeholders

PURPOSE OF POSITION

The Finance Coordinator is responsible for handling all incoming payments, cheque processing, record keeping and reconciling of various GL accounts. They work collaboratively to ensure all financial needs of the organization are met and provide support in their capacity as the Accounts Receivable personnel.

JOB RESPONSIBILITIES

- Reconciles and prepares monthly revenue account analysis Performs routine and adjusting entries as necessary
- Assists in streamlining accounting processes
- Responsible for all Accounts Receivable processes; processing and entering all incoming payments
- Prepares invoices and maintains Accounts Receivable listing and performs routine collection procedures
- Maintaining accurate and up to date financial records and files
- Working with the finance team to resolve account issues
- Assist in year-end closing and audits
- General office duties and responsibilities as needed.
- Other duties as assigned

KEY QUALIFICATIONS

- 3-5 years of relevant work experience.
- University/college education in accounting.
- Strong understanding of financial processes and controls.
- Proficient in using Microsoft Office – Excel in particular.
- Ability to multi-task, prioritize and work under pressure to meet competing deadlines.
- Strong attention to detail, excellent communication and organizational skills. Strong analytical and data gathering skills.
- Experience using Microsoft Great Plains is an asset.
- CPA designation and bilingualism is an asset.

TEAM MEMBER ACCOUNTABILITIES

- Understands how to contribute to team, department and associations' priorities and drives priorities with a sense of purpose.
- Collaborates across and within teams on different assignments, provides great customer service, assists with handling all incoming calls on a rotation basis, builds strong relationships with members and stakeholders.
- Knows and clarifies what's expected, taking accountability to resolve problems and set high personal standards to deliver timely results in a changing environment.
- Works effectively in diverse and flexible teams, takes ownership for learning and development and takes action to enhance own and others' safety and wellbeing.
- Keeps things simple while driving innovation, removing blockages and anticipates and adapts to changing environments.
- Manages the quality of own data input into the association's management system (AMS/CRM) and proactively helps identify risks and issues.

WORKING CONDITIONS

Some traveling and over time may be required.