



Kinbridge Community Association Is currently accepting resumes for a Financial Coordinator

REQUEST TO RE-SUBMIT YOUR APPLICATION

Kinbridge Community Association of Cambridge is seeking a part-time financial coordinator, who will have 5 years of experience in non-profit / charitable full cycle accounting, to provide financial support to a growing community organization. The successful incumbent will report directly to the Executive Director and provide financial support to employees and Board of Directors.

This part time position is a minimum of 15 hours per week to onboard, enable and update structure and processes, with reduced hours upon systems being in place. Wage range is \$30-\$35 per hour.

Responsibilities:

- Manage all financial records and bookkeeping activities
- Prepare monthly and annual financial statements for Treasurer, Executive Director, Finance Committee, and Board of Directors
- Assist in the preparation of the organization's annual internal budget, program budgets and funding budgets
- Monitor and report monthly expenses identifying variances to approved budget
- Prepare working papers for the agency's annual external audit
- Respond to questions from the external accountant regarding the annual audit
- Complete monthly bank reconciliations, monthly donations reconciliation report
- Complete agency's annual HST return for the Canada Revenue Agency
- Provide fiscal oversight and budget support to special projects
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends
- Other duties as required

Qualifications:

- Graduation from a post-secondary institution with a degree/diploma in the finance related field
- 5+ years of non-profit finance experience preferred
- Strong knowledge of program funding and cost centres
- Expertise in Sage 50, Excel, other Finance Management programs
- Excellent verbal and written communication skills, ability to work collaboratively in a team environment
- Excellent time management and organizational skills

How to Apply:

If you are a compassionate, highly motivated, and results-oriented individual, with a passion to support a charity organization, please send your cover letter and resume to:

Joe-Ann McComb, Executive Director at joe-annm@kinbridge.ca

by August 21, 2020 at 11:59 PM.

We thank all applicants for their interest, only qualified candidates selected for interviews will be contacted. We are committed to developing an inclusive workplace to better serve our communities. We believe that it is paramount to create space where all folks can have the opportunity to actualize their professional capacity, build strong relationships, celebrate diversity, collaborate with one another, and find success. We encourage candidates from diverse backgrounds, including those who may need accommodation, to apply for this position.



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