

Job Posting: **Finance Officer**

Organization	Egale Canada
Department	Finance & Administration
Reports to	Director of Finance & Administration
Term	18 months with possibility of extension
Location	On site 120 Carlton, Toronto, ON
Application deadline	Open until filled
Apply to	jobs@egale.ca , cover letter required (see details)

Who we Are

Egale is Canada's leading organization for 2SLGBTQI people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression, so that every person can achieve their full potential, free from hatred and bias.

Egale is committed to equity diversity inclusion and decolonization (EDID) and encourages applicants committed to assisting us in expanding and growing in this regard. In addition, we encourage applications from women, Black ethno-cultural groups across the African Diaspora racialized as Black, racialized minorities, First Nations, Métis and Inuit peoples, Indigenous peoples of North America, persons with disabilities, 2SLGBTQI persons and other historically marginalized groups.

The Opportunity

The Finance Officer is responsible for assisting the Director of Finance and Administration with the managing of financial bookkeeping. The responsibilities of an Finance officer include analyzing all financial activities, ensuring compliance with accounting and legal requirements This position involves general accounting, internal auditing, and budgetary controls and reports directly to the Director of Finance and Administration. Other duties may be assigned as required.

Core Duties & Responsibilities

- Responsible for the maintenance of books of account (including but not limited to preparing cheques, posting invoices, credit cards statements, preparing deposits, reconciliations).
- Issuing of cheques/ payment of invoices.
- Filing all documents and invoices related to Finance.
- Generate projects reports for project staff/ PM Department.
- Oversee accounts receivable; send invoices to customers; process refunds; interacts with customers on past-due accounts.
- Assisting with preparation for audits or independent reviews with support from the Director.
- Complete monthly reconciliation for GL accounts as required by Director.
- Reconcile credit cards monthly.
- Assist in bank reconciliation vs monthly donors' reports.
- Assist in maintaining policy and procedure documentation for complex financial and accounting issues.
- Assist in preparation of payroll as required.
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities.
- Maintain up-to-date, complete, and systematic filing system to support book-keeping and financial records.
- Provide other accounting services as necessary.
- Working with the Director, develop, analyze, and interpret statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters focussed on the fiscal soundness and operating effectiveness of the organization.

- Write internal reports, revise, and update reports to be more useful and efficient and furnish external reports as necessary.
- Maintain amortization schedule.

Qualifications

Education

- Bachelor's degree in accounting, finance or related field required.
- Working towards obtaining their CPA designation or willingness to pursue CPA designation required.

Experience

- A minimum of 3 years experience in accounting required.
- Experience performing accounting for not-for-profit organizations is an asset.

Knowledge/Abilities/Skills

- Expertise and/or lived experience around 2SLGBTQI equity and inclusion required.
- Project management experience preferred.
- Excellent communication skills both verbal and written.
- General understanding of computerized accounting systems (Sage and Turbine).
- Excellent working knowledge of Microsoft 365 including Sharepoint, Word, and Excel.
- Accuracy and attention to detail while working under tight deadlines.
- Good interpersonal and customer service skills.
- Billing experience is an asset.
- Works cooperatively and effectively with others to reach a common goal.
- Able to build and maintain lasting relationships with corporate departments and key business partners.
- Good organizational, time management and prioritizing skills.
- Strong problem identification and problem resolution skills.
- High level of critical and logical thinking.
- Proven ability to multi-task in a busy environment and work well under pressure.



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- Willingness to work with flexibility, including working alternative hours and changing priorities.
- Proven ability to maintain the confidentiality of information and records.
- French is an asset.

Salary Range: Commensurate with qualifications and experience

This position offers a comprehensive benefits package, a diverse and inclusive work environment, professional development opportunities, paid personal days, 3 weeks vacation, remote work option, flexible schedule, and the potential for further advancement within the organization.

How to Apply

Egale is doing amazing things and we want you to be part of our team and continued success! If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please submit an electronic copy of your resume/CV and a cover letter with subject line "Application for Finance Officer" to jobs@egale.ca.

Egale's Statement on Employment Equity and Diversity

Egale Canada is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Egale welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.