

Job Posting

Financial Coordinator

Under the direct supervision of the Director, Finance and Administration, the incumbent will be responsible for processing invoices, expense reimbursements, cheque requests, making bank deposits, wire transfers, processing bi-weekly payroll, posting bi-weekly payroll journal entries, monthly bank reconciliations and monthly credit card statement reconciliations and maintaining files. The incumbent will be responsible for creating draft monthly financial statements, budget variance reports and maintaining payroll reports. Analysis of information and data will be expected. Additionally, assistance with preparation of the annual budget, assistance with preparation of the annual settlement form, assistance with the semi-annual reallocation report will be required.

As part of the administrative team, non-financial duties may include organizing courier services, photocopying, scanning, filing, mail distribution and reception support. Handling inquiries on the phone and face to face will also be required.

This position is a one year contract with possibility of renewal.

Education:

Minimum: College diploma (three years) with an account designation or acceptable equivalent combination of education and experience.

Experience:

Minimum 3 years related financial and administrative experience. Experience processing payroll, accounts payable, accounts receivable, expense reimbursement, HST rebate and bank reconciliations is necessary.

Advanced level of Quickbooks, MS Office, especially Excel, and Ceridian In Sync. Knowledge of IFRS and accepted accounting principles required.

Other:

- Excellent time management skills: must be able to multi-task and meet deadlines.
- Excellent attention to detail and accuracy.
- Ability to interpret and understand OHTN's financial guidelines and practices appropriately in diverse situations.
- Excellent communication skills: written and verbal.
- Be willing to participate in any administrative team effort.

Hiring range: \$40,000 to \$50,000

This is a position that requires a motivated individual that can work without constant supervision.

How to Apply

For consideration, please submit a resume and a cover letter by July 31, 2014 via email to careers@ohntn.on.ca quoting "Financial Coordinator" in the subject line.

The Ontario HIV Treatment Network is committed to employment equity and encourages applications from persons living with HIV/AIDS and persons with culturally diverse backgrounds.