



COORDINATOR, FINANCE

REPORTS TO: Director of Finance
STATUS: Permanent, part-time (28 hours/week)
HIRING RANGE: \$53,000 - \$58,000 FTE
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The position is responsible for providing accounting services and payroll administration assistance to the organization. The position will maintain accounts payable and receivable, make deposits, process Ceridian Powerpay payroll and assist in preparing draft financial statements and the annual audit. The incumbent works in close collaboration and with the support of the Director of Finance to ensure complete ethical, legal and financial compliance with policies, practices and guidelines as established by the Ontario Ministry of Health and the OHTN Board of Directors.

As part the administrative team, non-financial duties may include organizing courier services, photocopying, scanning, filing, mail distribution and reception support.

ABOUT YOU

- Minimum 3 years of experience as a bookkeeper or financial coordinator, preferably in the not-for-profit sector
- A post-secondary diploma or certificate in related field and/or equivalent combination preferred
- Demonstrated experience working with Quickbooks desktop in a networked system
- Demonstrated experience working with Ceridian Powerpay in a networked system
- Demonstrated experience working with Excel
- Excellent computer skills working within a Microsoft Office networked environment, email systems and the internet
- Experience with payroll functions, understanding of benefits, pensions and government deductions
- Demonstrated communication skills, both written and oral
- Good communication skills, both written and oral
- Ability to work independently within a team-based setting

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohln.on.ca

- Please use the “**Job Title**” as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE: FRIDAY, SEPTEMBER 22, 2023

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome those who strive to understand and appreciate the diversity of our network, population, and community. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.