

Variety Village Finance Coordinator

Status:	Full-time, Contract (1 year)
Reports to:	Chief Financial Officer
Schedule:	Onsite, Monday to Friday, 35 hours
Location:	Variety Village, Scarborough, ON

Who we are:

Located in southwestern Scarborough, Ontario, Variety Village is an inclusive, adaptive, and family friendly facility serving more than 30,000 individuals each year. Variety Village has had, and continues to have, a profound impact on the lives of people with disabilities and their families. Through adaptive sport and recreation programming, outreach and education, Variety promotes inclusion and healthy living through adapted physical activity.

Summary:

The Finance Coordinator is responsible for assisting in the day-to-day financial activities of the organization. They handle various bookkeeping tasks, including accounts payable functions, as well as coordinating and supporting various office administration tasks within the finance department. The Finance Coordinator supports the accounting team, ensures accurate and timely processing of financial transactions, and maintains compliance with accounting principles and company policies.

Responsibilities include, but are not limited to:

Accounts Payable/Financial support

- Managing accounts payable processes including processing P.O.s, payments and responding to all vendor inquiries.
- Ensuring timely and accurate payment of vendor invoices while adhering to payment terms.
- Resolving discrepancies and issues with vendors in a professional and timely manner.
- Maintaining organized records of accounts payable transactions and documentation.
- Assisting with month-end and year-end financial closing activities as needed.
- Managing all banking and payment/deposit transactions.
- Reconciling all bank accounts on a monthly basis.
- Preparing and reconciling HST remittances/rebates on a deemed schedule.
- Managing the use of the organization's credit cards.
- Assisting with month-end and year-end closing procedures, including journal entries, accruals, and reconciliations.
- Collaborating with internal teams, year end auditors, and external stakeholders to provide financial information and resolve any discrepancies or inquiries.
- Providing backup to the part-time Accounting Clerk.

Office Management and Administrative support

- Monitor and maintain office supply inventory levels.
- Place orders for office supplies and ensure timely delivery.
- Manage relationships with office supply vendors and negotiate terms as needed.
- Distribute office supplies to staff as required.
- Managing the filing and retention of financial records, complying with CRA regulations.
- Handle general office duties such as filing, data entry, and correspondence.
- Manage office equipment maintenance and service contracts.
- Performing other duties as assigned.

Qualifications and Key Competencies:

- Post-secondary education in bookkeeping, business administration or equivalent experience.
- Minimum of 2 years related experience in a similar role.
- Knowledge of Microsoft Office applications and experience working on accounting software.
- Experience with online banking platforms.
- Ability to manage work effectively to meet deadlines.
- Excellent organizational skills and attention to detail.
- Strong communication skills with all levels of management and staff.
- Build positive working relationships with colleagues and business partners.
- Prioritize tasks and manage time effectively.
- Ability to work independently and as part of a team.
- Adhering to Variety's established policies and procedures;
- Participating in training, included but not limited to; Health & Safety, Finance, AODA, and Plan to Protect.

Interested applicants should submit their covering letter including salary expectations and resume to the email below by **June 28, 2024**. Please note that selected applicants will be required to participate in a multi-step interview process. A criminal check will also be required. Interested individuals should submit their application to:

humanresources@varietyontario.ca

Please note that requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements outlined in the job posting. Applicants should make their requirements known when contacted.

We thank all applicants in advance and advise that only those selected for an interview will be contacted.

For more information visit www.varietylvillage.ca

Variety Village is the flagship project of Variety – the Children's Charity (Ontario)
3701 Danforth Avenue, Scarborough, ON M1N 2G2 | Phone (416) 699-7167 | Fax (416) 699-3926 |
[varietyvillage.ca](http://www.varietylvillage.ca)