



Position Title: Finance Coordinator

Organizational Profile:

Since 1986 North York Harvest Food Bank has been the primary food bank in northern Toronto. Last year, we distributed over 2 million pounds of food through our 35 member agencies running over 70 community programs.

An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our mission is to engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education, focused advocacy, and long-term food solutions. We believe in access and inclusion, collaboration, integrity, and excellence.

Position Summary:

North York Harvest Food Bank ("NYHFB") is seeking a temporary Finance Coordinator to assist us with our accounting needs as a parental leave cover.

Reporting Relationship:

The Finance Coordinator will report to the Accountant. This role has no direct reports.

Hours:

30 hours per week (4 days) for 52 weeks.

Compensation:

Salary range is \$22.82 to \$26.96 plus 3% time limited contract premium, three weeks paid vacation annually prorated to weekly hours, and health and dental benefits that kick in after 3 months.

Key Responsibilities:

- Accounts Payable: Processing invoices, coding into Quickbooks and liaising with vendors
- Accounts Receivable: Supporting the Social Enterprise team with coding and entering into Quickbooks
- Assisting with processing and entering deposits
- Assisting with staff timesheet management as needed

- Making recommendations to improve the efficiency and operation of accounting processes, to help transition NYH from paper to an entirely electronic-based system
- Contributing to a supportive and inclusive team that works together efficiently, effectively and respectfully. Includes supporting and collaborating with all staff and volunteers
- Other duties as assigned
- Some evening and weekend work may be required

COVID-19 Requirements:

- Work will be primarily onsite, but occasional at-home work may be required. Resources and equipment to work remotely will be loaned to the employee if needed, and must be returned at the end or termination of employment.
- To be able to work remotely, the incumbent must have access to a stable internet connection.
- In order to work on site, candidates must be willing to follow NYH's covid protocol at the time.

Qualifications:

- Previous experience with Accounts Payable/Accounts Receivable
- Proficiency with Quickbooks or other accounting software
- Excellent organizational and project management skills
- Ability to work independently with minimal oversight; results- and detail-oriented
- Flexibility and resourcefulness, with an eye to process improvement and efficiency an asset
- Experience working in a non-profit setting an asset
- Excellent proficiency with Microsoft Office, Google Suite, virtual event tools required

Applicants must be legally eligible to work in Canada.

To Apply:

Please send a copy of your resume and cover letter to Sahar Ghafouri sahar@northyorkharvest.com by 5pm on Friday July 6th

NYHFB is committed to employment equity and encourages applicants from equity-seeking/equity-deserving groups. We recognize that lived experience is as valuable as formal education and as such encourage members of the NYHFB community to apply (employees, volunteers, community partners, and/or clients). We strive for a workplace that reflects the diversity of the community we serve and in which we live.

NYHFB has an accommodation process in place. Applicants requiring accommodation because of a disability or medical need are asked to make their needs known in advance. Information received related to accommodation requests will be treated with confidentiality.

We welcome all applicants, however only those invited for an interview will be contacted.