



**HUMANE
CANADA.**
**ANIMAUX
CANADA.**

THE FEDERATION OF SPCAs AND HUMANE SOCIETIES
FÉDÉRATION DES SOCIÉTÉS D'ASSISTANCE AUX ANIMAUX



Job Posting

Coordinator, Finance & Operations

Position Title:	Coordinator, Finance & Operations
Reports to:	Director, Finance & Operations
Location:	Applicants must reside in Canada. This is a fully remote position.
Start Date:	May 2024
Salary:	\$48,000 - \$52,000 per annum
Benefits:	Flexible hours, remote role. Competitive benefits package includes matching RSP contributions, extended health benefits, access to Employee & Family Assistance Program. Generous vacation and personal days allowance.
Position Type:	Permanent full- time, 37.5 hours per week.
Application Deadline:	April 30, 2024. Applications will be reviewed on a rolling basis.

OVERVIEW:

The Coordinator, Finance & Operations is a key member of the Finance team and is responsible for supporting the financial and corporate administration of Humane Canada in a remote environment, working closely with the Director, Finance & Operations. The Coordinator, Finance & Operations is required to maintain confidentiality and professionally interact with employees, management, and external stakeholders.

The role offers opportunity for an individual interested in a dynamic growth environment with a passion for service delivery while maintaining focus on the mission of the organization, which is to advance the welfare of animals in Canada by ending animal cruelty, improving animal protection, and promoting the humane treatment of all animals.

Under the direction of the Director, Finance & Operations the Coordinator, Finance & Operations will assist with the processing and maintenance of all accounting records, contributing to the success of the operational effectiveness of the organization and ensuring effective execution and delivery of the following responsibilities.

POSITION RESPONSIBILITIES:

OVERALL

- Provide direct support to the Director, Finance & Operations in developing and executing business and financial management strategies aligned to the strategic plan.
- Execute and adhere to best practice business and financial management policies and regulations.

- Support organization-wide fiscal management, operational responsibility, and accountability.

FINANCE & BOOKKEEPING

- Responsible for end-to-end accounts payable process, including preparation of EFT instructions for approval and release.
- Collate, post, and reconcile activity on all credit card accounts.
- Post deposits from a variety of sources and reconcile month end accounting ledger with donor management software (Raiser's Edge).
- Enter all daily bookkeeping transactions and month end journal entries in accordance with internal procedures.
- Monthly reconciliation of deferred revenue and prepaid expenses for the organization, grant funded programs, and events.
- Post and reconcile monthly investment account activity.
- Prepare and send customer invoices as required.
- Prepare bank reconciliations monthly.
- Assist with management and preparation of bi-monthly projections and the annual budget.
- Work with the Director, Finance & Operations to prepare accurate and timely monthly financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

OPERATIONS

- Assist in management and monitoring of internal IT security programs.
- Track and maintain equipment inventory list across a remote environment.
- Coordinate IT logistics.
- Track and maintain vendor registry list, including contract renewal and end dates.
- Compile and maintain list of organizational policies and review dates.
- Support the Director, Finance & Operations with research, planning and implementation of business transformation projects.

ORGANIZATION:

- The Coordinator, Finance & Operations will support the vision, mission, and values of Humane Canada while contributing to a positive, supportive, environment of respect, integrity, and dedication.
- Represent Humane Canada to other organizations, stakeholders, and the community at large as required.

OTHER DUTIES:

- Other duties as assigned.

ACCOUNTABILITY:

Reports to the Director, Finance & Operations.

STATEMENT OF QUALIFICATIONS:

- Post-secondary degree in finance, accounting, business administration or a related field.
- Minimum 3 years of accounting experience in a relevant position, preferably in a non-profit setting.
- Commitment to the organization's mission and values.
- English is essential; bilingual (English/French) is an asset.
- Experience working in a remote environment.
- Excellent verbal and written communication skills.
- QuickBooks Online Certified, or proficiency in QBO with a willingness to become certified within first 3 months of employment.
- Proficiency in Microsoft 365 applications, including Teams, Outlook, OneDrive, and the MS Office suite; familiarity with Raiser's Edge is helpful.
- High level of organization skills with an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Must work to some strident deadlines and manage and respond to competing priorities.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, and external partners.
- Ability to take initiative and work independently with professional discretion.

REMOTE NATURE OF THE POSITION:

- Role is fully remote and successful candidate is required to perform responsibilities reliably and effectively through technology.
- Will require use of personal technology (phone, computer, printer etc.) and high-speed internet initially. A corporate laptop will be issued pending successful completion of the 6-month probationary period.
- Working hours are flexible but availability will be generally required between 9 am and 5 pm ET (Eastern Time Zone).
- Availability to travel for role within Canada as required.

If you are interested in learning more about this impactful opportunity with Humane Canada, please apply today with your resume and a letter of introduction, attention Shelby Pearson, careers@humanecanada.ca. If you meet most but not all requirements and still think you would be a great fit for the role, we encourage you to apply. We do not expect all candidates to fit this role description 100 percent. The position will remain open until a suitable candidate is found.

Humane Canada is committed to having accessible and equitable employment practices. Because we value a diverse workplace, we prioritize an inclusive culture absent of discrimination during the application process and after joining the team. We encourage people from all backgrounds to apply, especially those from under-represented backgrounds. We believe that work on behalf of animals benefits greatly from collaborating with people from all backgrounds.

Persons with disabilities who require accommodation in the application process may email a request to the attention of Valerie Amoko at vamoko@humanecanada.ca.

The interview process consists of a maximum of three virtual interviews conducted with a variety of team members from Humane Canada. Offers of employment will be subject to successful reference checks.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

ABOUT HUMANE CANADA

Founded in 1957, Humane Canada represents SPCAs and Humane Societies from coast to coast to coast as well as an increasing number of municipalities, animal welfare groups and rescue organizations that make up the sector. We have a simple vision – a humane Canada. This vision was so important to us that in 2018 we publicly changed our name to Humane Canada. To achieve that vision we drive positive, progressive change to end animal cruelty, improve animal protection and promote the humane treatment of all animals.

As the convener of the largest animal welfare community in Canada, we advance the welfare of animals, with a strong national voice promoting the interests and concerns of animal welfare to government, policy makers, industry, and the public. We believe that each animal possesses intrinsic value, remarkable complexity, and inherent dignity, and as such is deserving of respect and moral concern. We elevate animal welfare through our values of collaboration and evidence-based thought leadership while building integrated, strategic professional teams that utilize systems thinking to create an effective and lasting change.