



Job title	Financial Administrator
Reports to	Executive Team
Compensation	\$26.75 per hour
Contract Scope	Part-time; 14 hours a week
Start Date	May 2021

About the Community Foundation

The Community Foundation brings people together to create meaningful and lasting change in the City and County of Peterborough. We work with donors and charitable organizations to invest in the people, ideas and activities that support community vitality.

About this role

We are seeking an experienced, detail-oriented self-starter who excels at providing accounting and administrative services, but more importantly someone who is discreet and willing to learn, has a flare for problem solving and critical thinking, and is a clear and effective communicator.

The Financial Administrator is part of a small but mighty team dedicated to building a vital community for everyone. You will serve donors and charitable partners and work with an Executive Team and board of directors. Reporting to the Executive Team, the Financial Administrator processes donations, accounts payable, payroll and grant payments, prepares charitable tax receipts, produces budget reports, reconciles bank and investment accounts, supports audit preparations, and assists with the production of annual fund statements.

General areas of responsibility

This position encompasses broad and varied responsibilities, and of course, this job posting does not list them all. The employee may be required to perform other related duties as assigned to meet the on-going needs of the organization.

1. Processing financial transactions including donations, grants, payables, bank reconciliations and more using CommunitySuite integrated accounting and CRM software
2. Maintaining Foundation's records including CommunitySuite, electronic and paper files.
3. Assist with preparation of reports, receipts and statements

Essential experience, qualifications, and competencies

We are looking for candidates with excellent:

- accounting or bookkeeping training and experience – you probably have experience working with an integrated accounting system, you might be familiar with non-profit financial management including fund accounting, and you certainly are a pro with spreadsheets
- communication skills – you listen attentively and you express yourself clearly and honestly both orally and in writing, your Microsoft Word and Outlook skills are strong, and you're comfortable on Zoom
- organizational skills – you meet deadlines in a fast-paced environment, and juggle them according to external demands, you are self-motivated and enjoy variety in your work.
- ability to pay attention to detail – you take satisfaction in finishing the tasks you have started and while you work quickly, you always make sure your work is accurate
- problem solving and critical thinking abilities – responding and adapting to a variety of challenges is part of the job and you are ready to embrace this creatively and collaboratively

You probably have some university education, or several years of relevant experience in the workplace.

Working Conditions

- Extended periods of sitting while working on a computer.
- Requires flexibility to work modified hours to attend meetings or events
- Ability to work independently with minimum supervision

Due to Covid-19, but keeping in mind the logistics required of this role, some in-office time will be required each week. The remaining hours will be completed at your home with regular scheduled check-ins with the Executive Team. A good home internet connection is essential. Once we are safely able to return to the office, the expectation is that you will work in the office.

How to apply

Email your cover letter and resume as one pdf file to info@cfgp.ca with the subject line Financial Administrator. Application review will begin on May 10th and will remain open until the position is filled. If you are also applying for the Communications Coordinator role, please indicate this in your cover letter.

Due to the anticipated volume of applications anticipated, only those selected for an interview will be contacted. Thank you for your interest.

Interviews will be conducted through Zoom. There may be a practical component to the interview.

The Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We invite applications from diverse populations and groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation.