

Finance Coordinator
Permanent Full Time (35/hrs a week)

Family Service Thames Valley is a not-for-profit multi-service agency serving the community through counselling, advocacy, community development and outreach services. Our services support a vision of a safe, inclusive and vibrant community where all people live in meaningful, supportive relationships, able to realize their potential as active participants.

The successful candidate will be a highly organized individual who is able to multi-task in a sensitive client service environment. The Finance Coordinator provides support for the accounting and administrative functions of the agency.

Reporting to the Director, Corporate Services, and duties may include the following:

- Account reconciliation and analysis including Bank Reconciliation
- Banking
- A/R
- A/P
- Program clerical assistance (Passport)
- Board administration
- General Administrative duties including reception relief

The ideal candidate will have:

- Post secondary education in Business or Office Administration
- At least 5 years experience in an accounting role preferably in a non-for-profit organization
- Proficiency in Microsoft Office, especially Excel
- Experience with SAGE preferred, experience with similar accounting software required
- Excellent interpersonal skills needed to function in a professional multidisciplinary environment and to be able to interface positively with a wide range of individuals
- Ability to work with precision when administering highly detailed information

Family Service Thames Valley is committed to hiring staff that reflect the diversity of the London community. While we appreciate all applications, only those being given further consideration will be contacted.

Submit resumes by March 30, 2020 to:
employment@familyservicethamesvalley.com