



JOB POSTING

Title: Finance Assistant- Summer Jobs Program
Type: Temporary (up to 16 weeks), Full-time (35 hours per week)
Location: Flexible (see below)

Canadian Feed the Children's vision is a world in which children thrive, free of poverty. For over 25 years, CFTC has been working with local partners in Uganda, Ethiopia, Ghana, Bolivia, and with 26 Indigenous communities in Canada, to deliver programs that have positive, meaningful, and sustained impact on the health, education and well-being of children and the self-sufficiency of their families and communities. If you share our passion for bettering children's lives, and you thrive in a collaborative, values-based culture please consider applying for this role.

Our head office is in North York however and we offer hybrid working arrangement.

About this Opportunity

Canadian Feed the Children ("CFTC") has a Canada Summer Jobs opening from **May 2, 2022**, to **August 19, 2022** (up to 16 weeks, subject to Canada Summer Jobs approval) for a tech savvy, collaborative and organized applicant. As a Finance Assistant, you will provide comprehensive administrative support and coordination in support of CFTC's finance initiatives and in the daily administration of finance functions at CFTC. In this role, you may also provide administrative support to other departments at CFTC.

This position is made possible largely due to the Canada Summer Jobs (CSJ) grant, an initiative of the Summer Work Experience program. One of the priorities of the program is to support employers who intend to hire youth in underrepresented groups. Preference for this position will be given to an applicant who self-identifies as being part of an underrepresented group:

- Indigenous youth
- Visible minorities/ racialized youth
- Newcomer/refugee youth

To be eligible, a participant must:

- Be between 15 and 30 years of age at the start of employment;
- Be a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act *and*;
- Be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Responsibilities:

- Support maintenance of financial records, ensuring timely and accurate data entry process.
- Assist with balance sheet accounts reconciliation.
- Assist in the requests for advances are accurate and complete, performs multiple currency

conversions, records disbursements and expenditures, and follows up on all transfers.

- Assist with monthly and quarterly reviews of various program financial reports and reconciling with accounting system and budget/forecast variance analysis.
- Coordinate with the administrative assistance the maintenance of the accounting books and records and verify monthly the validation of PDF records with the General Ledger of CFTC countries offices and partners
- Review and process program expenditures to ensure compliance with CFTC policies, donor instructions, government guidelines and terms of the relevant contract/Contribution Agreement.
- Provide Administrative support to the finance department at CFTC.
- May perform other duties as necessary or assigned.

Qualifications:

- Enrollment in an Accounting Program or completion of a degree in finance.
- Knowledge of basic accounting principles i.e. journal entries, general ledger, accounts reconciliations etc.
- Excellent customer service, communication and interpersonal skills with a strong ability to work independently and effectively with internal and external stakeholders, in a variety of situations, exercising discretion and good judgement with confidential information.
- Strong technical skills with MS Office suite including Excel, Word, and PowerPoint.
- Competence with online video conferencing and chat platforms.
- Ability to build rapport, effectively listen, reflect, and respond while making a value-added contribution to CFTC.
- An approach that is flexible, adaptive, creative and always looking for improvements.
- Strong attention to detail and high degree of accuracy, ability to manage conflicting priorities.
- Ability to handle ambiguous and confidential information, sound judgment and decision-making skills.
- Good oral and written communication skills in English.
- Must be able to work effectively from home, with access to internet and phone.
- A desire to achieve our mission while having fun.

How to apply:

Please quote the position title in the subject line.

Please submit your resume and cover letter by **April 5, 2022**: [**jobs@canadianfeedthechildren.ca**](mailto:jobs@canadianfeedthechildren.ca)

We thank all applicants for their interest however only those under consideration will be contacted.

Canadian Feed The Children (“CFTC”) is an equal opportunity employer. We encourage and welcome applications from qualified applicants reflective of the diverse population we serve including members of visible minorities, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Accommodations are available on request to the People and Culture department throughout the recruitment and employment process.