



**main
street
project**

JOB POSTING FINANCE COORDINATOR (PART-TIME)

TITLE: Finance Coordinator (Part Time, 24 hours per week)
LOCATION: 2-661 Main Street
DEPARTMENT: Finance
REPORTS TO: Director of Finance
SALARY RANGE: \$24,000 - \$30,000

POSITION SUMMARY

Under the Direction of the Director of Finance, The Finance Coordinator is primarily responsible for managing the Accounts Payable function of Main Street Project, ensuring accuracy and timeliness while maintaining positive vendor relationships. This position is also responsible for maintaining a small Accounts Receivable ledger, inputting journal entry information from the payroll department into the accounting software, maintaining credit card facilities and some other accounting duties as assigned. Over the course of this year MSP will be implementing an electronic bill payment and cash management system. The successful candidate will be integral in setting up systems, policies and procedures to facilitate this transition, with the support of the Director of Finance.

KEY RESPONSIBILITIES

Accounts Payable

- Responsible for all aspects of MSP's accounts payable system including the collection and input of all MSP Invoices and payments on a daily basis.
- Ensure accuracy of coding all invoices between general ledger accounts and between relevant programs to which they apply.
- Obtains relevant approval for all invoices and bill payments
- Prepares and submits/mails monthly electronic and/or cheque payments for outstanding invoices.
- Maintains MSP's online Cash Management System including various VISA credit facilities
- With the Director of Finance, develops related policies, procedures and internal controls.
- Maintains all administrative aspects of the Accounts payable function including collaborating with vendors to resolve payable discrepancies, ensuring up-to-date vendor information, setting up new billing/vendor accounts and reconciliation of the Accounts Payable subledger.

General Accounting and Other

- Using reports generated from the payroll department, prepares and inputs the bi-weekly payroll journal entries (note: this position is not responsible for Payroll administration)
- Creating and inputting accounts receivable invoices as needed
- Assists in the yearend audit process and responding to auditor's requests
- Reconciles monthly donation reports from the Development Department with the accounting
- Makes minor cash deposits periodically throughout the year
- Helps with the administrative function of the Finance department
- Other duties as assigned to help with the overall accounting and finance function

Education & Qualification

- Two to **three** years of Accounts Payable experience preferred
- Certificate/Diploma in Accounting preferred
- High School Diploma
- Equivalent combination of training, education and experience

Skills and Specifications

- Strong computer skills. Use of Microsoft Office Suite, electronic accounting software and online banking/cash management software required
- Strong communication Skills
- Strong attention to detail
- Strong organizational skills, ability to prioritize competing tasks.
- General math skills: applying percentages, allocations, multiplication etc.
- Knowledge and experience with vendor payable policies, procedures and internal controls.
- Strong critical thinking skills – this position will require the successful candidate to understand MSP's programs ensuring (with the support of the Program Managers and Directors) that invoices are coded correctly to the programs to which they apply.

APPLICATION PROCESS:

When emailing your application, be sure to indicate the correct position information in the subject line when applying:

Submit required documentation to	hr@mainstreetproject.ca
Required Documentation	Resume, Cover Letter, Education Credentials
Subject Line	Finance Coordinator (Part Time)

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all applicants but **only** those selected for an interview will be contacted.