



Georgian Triangle Humane Society Job Description

Position: Finance & IT Coordinator

Reports To: Manager of Finance

Date Reviewed: November 2023

POSITION SUMMARY: Reporting to the Manager of Finance, The Finance & IT Coordinator plays a crucial role in the handling of the day-to-day activities of the accounting and finance department. Reporting to the Finance Manager, the Finance & IT Coordinator is responsible for a wide range of accounting duties and functions that need to be executed in an effective, timely, and accurate manner to support the smooth operation of the finance department.

The Finance & IT Coordinator will serve to support basic IT operations, including maintaining software and IT assets, troubleshooting IT challenges and supporting GTHS employees in their technology support requests and technology onboarding.

Position Schedule: 40 hours per week; Hybrid remote - 2 times weekly on-site requirements.

The Georgian Triangle Humane Society (GTHS) envisions a community that is compassionate and caring towards pets and each other.

At the GTHS, we are passionate about solving the impossible until it becomes possible. We support lifelong learning in our team's continued pursuit of information to empower them in their current role.

Our values direct our organization in all that we do, from the programs and services we create, to our policies and procedures, our team, and to how we ultimately care for our pets and community. Our values include:

- Compassion for Pets and People
- Well-Being
- Perseverance
- Inclusivity
- Lifelong Learning

ROLES AND RESPONSIBILITIES

FINANCE

- Process and oversee the work of financial transactions, accounts payable, accounts receivable, invoices, etc.
- Responsible for accurate entry of weekly expenses for accounts payable.
- Responsible for issuing invoices and collecting payments for accounts receivable.
- Apply basic accounting principles, knowledge, and techniques to assist in the production of journal entries and perform routine accounting activities.
- Input and reconcile daily and monthly receipts (*POS, fundraising & program platforms, etc.*).



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- Responsible for collection and recording expenses from several corporate credit cards and statement reconciliation process.
- Preparing & completing weekly bank deposits.
- Work with fundraising team to ensure donations are recorded accurately, detailed data entry in CRM software.
- Maintaining and updating accounting spreadsheets and journal logs to ensure it is compliant with the organization's rules and regulations, and any other relevant legislation.
- Provide support in preparing the financial reports in the accounting and finance department under the guidance received from the Manager of Finance.
- Assist with yearly audit & budget preparation tasks as set by the Manager of Finance.
- Maintain the confidentiality of the GTHS's financial business and other private information and records.
- Other Duties as requested and/or assigned.

TECHNOLOGY ADMINISTRATION

- Set up and configure computers and assign accounts security level; Install and/or create user accounts with various software applications.
- Ability to provide IT support & troubleshooting internal systems for GTHS employees.
- Complete in-person IT on-boarding with new GTHS employees, demonstrating an overview of the software system with which they will be interacting.

TEAMWORK

- Ensure a professional and respectful manner in all interactions and behaviour.
- Contribute in a positive, courteous, and constructive manner.
- Communicate and respect co-workers, volunteers, and the public. Bring issues and challenges to the attention of the Manager of Finance.
- Regular attendance and participation at staff meetings.
- Promote an atmosphere of compassion, helpfulness, and a positive attitude towards team members.

REQUIREMENTS

- Post-secondary degree or diploma in Business, Commerce, or Finance.
- Minimum 3 years' relevant work experience with accounting duties, preferably for a charitable organization.
- Proficiency in the Microsoft Office suite of programs including MS Excel, MS Word, MS PowerPoint MS Outlook & QuickBooks. Level of MS Excel skills must demonstrate regular and recent proficiency at data entry, spreadsheet setup, formulas, and analysis. Minimum 3 years' experience with QuickBooks.
- Advanced computer skills. Previous experience as office 365 administrator is an asset.
- Familiarity with a variety of software and high-level problem-solving skills.
- Previous experience with CRM databases required. A knowledge of Sumac CRM Software would be an asset.
- Strong oral and written communication skills.
- Meticulous attention to detail and high degree of accuracy is of critical importance.
- Exceptional time management and organizational skills with a high level of detail orientation.



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- Demonstrated flexibility and the ability to work well with people across the organization with professionalism and respecting confidentiality.
- Ability to work independently, self-motivated with a proven ability to complete tasks with competency and accuracy.
- Flexible and adaptable approach to changing situations.
- Thrives working within a team environment.

Value Alignment:

- Genuine interest in the welfare of animals and congruent values with the organization including a commitment to lifelong learning, well-being, perseverance, compassion for Pets & People, and Inclusivity

Schedule:

- Ability to work remotely in an effective manner as well as regular (2x weekly) on-site requirements at our Animal Centre in Collingwood to facilitate accounting and IT tasks.

Position Perks:

- Hybrid work-from-home environment as well as opportunities for regular in-person connections both on-site and in our community
- Professional development/training opportunities
- Regular interactions with adorable animals and a meaningful impact in daily work
- Employee benefits package including medical, dental, veterinary, and retail

If this position sounds like the right fit for you, please submit your resume and cover letter to humanresources@gths.ca. This position will remain open until filled; interviews will be scheduled as candidates are selected. A full job description is available on our website for those interested in further details.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. The GTHS will endeavor to make accommodations based on individual accommodation needs.