



Finance Coordinator

The Sexual Assault Support Centre of Waterloo Region supports survivors of sexual violence. We listen, facilitate healing, and celebrate resiliency. Using an anti-racist, intersectional feminist approach, we work to transform systems which promote gender-based violence.

We're recruiting for a full-time, permanent Finance Coordinator! Reporting to our Executive Director, the successful candidate should feel inspired by our work and have a genuine desire to support our mission, vision, and values. They will have experience providing support to individuals who have experienced sexual violence and a warmth and maturity about them.

Job Description – Finance Coordinator

Updated: November 1 2024

\$33.58/hr. to \$39.50/hr.

Job Purpose:

Reporting to the Executive Director, our Finance Coordinator oversees the financial operations of SASC, ensuring our finances are managed with integrity, transparency, and aligned with our mission and strategic goals. This role involves a balance of day-to-day financial management, financial planning, and collaboration with the leadership team to support program and operational priorities.

Duties and Responsibilities:

General Financial Responsibilities

- Responsible for monitoring all financial aspects of SASC.
- Organize and maintain all financial documents including the general ledger, accounts payable and accounts receivable.
- Administrate our accounting system, including troubleshooting, assessing needs, and recommending solutions.
- Prepare purchase orders, cheques, and invoices.
- Prepare the monthly bank reconciliations statements.
- Prepare and submit HST rebates, T4s, ROEs, payroll tax, EHT, and other government remittances.
- Modernize SASC's financial processes including but not limited to timesheets, expenses processing, online payments and remittances, and payroll.
- Ensure all revenue, including donation and donation streams, are accurately recorded in Sage.
- Analyze financial data systems, resources, and processes to increase efficiency and improve controls.
- Ensure the cost effectiveness of our office, technology, and administrative services.
- Double check calculations on staff expense forms and other submissions to ensure accuracy.

Purchasing

- Track and order office supplies and inventory, enlisting the support of our Office & Donor Administrator.
- Order program supplies on behalf of managers.
- Register staff members for trainings and ensure related payments, at the request of Managers.
- Obtain quotes on expenditures with cost-benefit analyses for purchases greater than \$1,000.
- Maintain petty cash.

Payroll

- Oversee all payroll functions to ensure staff members are paid in a timely, accurate manner.
- Process and submit source deductions on time.
- Track staff members' compensation time, vacation time, and personal time to ensure accuracy in calculations.
- Manage and execute our RRSP matching program.

Reports & Communication

- Track all grant and funder reporting deadlines and related requirements.
- Complete the financial portion of funding reports, and coordinate with program managers/staff to ensure the completion of programming portions. Submit these reports to the Executive Director for approval as required, and then submit them to funders.
- Ensure all funder deadlines are communicated to managers and directors in advance.
- Generate monthly, quarterly, and annual financial statements, and in advance of monthly board meetings.
- Ensure the Management Team has access to up-to-date financial reports (budget to actuals) related to their program areas and granting streams.

Budget

- Work in partnership with the Executive Director to develop and monitor the annual budget and program budgets.
- Assist the Executive Director in planning for the financial sustainability of SASC.
- Identify financial risks and opportunities and develop recommendations to enhance financial performance.
- Meet with managers regularly in regards to budgeting and increasing understanding to ensure timelines are met.
- Ensure budget planning and spending aligns with contractual obligations.
- In consultation with the Executive Director, adjust the budget monthly (or more often) to reflect changes/updates.
- Prepare year-end forecasts, ensuring that the Executive Director and leadership team have the information they need for planning.

Audit

- Take the lead role in preparing for the fiscal year end and the annual audit.
- Act as the primary liaison with the auditor, ensuring the Executive Director is looped into essential conversations.
- Ensure our Annual Returns (federal and provincial) are completed and filed in advance of government deadlines.
- Ensure finance-specific audit recommendations are followed-up on.

Banking & Investments

- Prepare and do regular bank deposits.
- Track SASC's investments and make investment recommendations to the Executive Director.
- Act as a liaison with the bank which includes ensuring signing authorities are updated, GICs are re-invested (with proper approvals,) lottery accounts are managed, etc.
- Ensure necessary cash-flow in the general bank account for all transactions.

Fundraising

- Be an active member of the Fundraising Committee.
- Support the fundraising program, including ensuring fundraising and donor revenue is tracked in Sage.
- Track the financial aspects of fundraising campaigns and events, including creating and updating related budgets, etc.
- Coordinating and processing payments at SASC events.
- Support budget creation in grant applications.

Operations Responsibilities

- Act as the main point of contact with our business insurance broker, ensuring our insurance needs are met and our funders' requirements for insurance are met.
- Act as an alternative point of contact with our health benefits' provider, in partnership with HR.
- File changes to our Board of Directors membership to appropriate government bodies.
- Draft and submit updated finance policies to the Executive Director for consideration.
- Provide financial insights to inform organizational strategy and decision-making.
- Support the development of contingency plans around SASC's financial administration to ensure essential aspects of the role are covered off in emergencies.
- Act as a signing authority for basic operational contracts (i.e., storage facilities, etc.)
- Perform additional duties as requested by the Executive Director.

Please note: At SASC, team members often need to take on tasks that, while related to their role, may extend beyond specific job descriptions. Occasionally, staff may also be asked to assist with tasks outside their usual responsibilities to support SASC's mission and goals.

Qualifications:

- Bachelor's degree in finance, accounting, business, or related field or commiserate experience.

- Minimum of 5 years of experience in finance management, preferably in the nonprofit sector.
- Strong knowledge of Canadian accounting standards and regulatory requirements for charities.
- Proficiency in accounting software (e.g., Sage) and advanced Excel skills.
- Experience managing grants and funding from government and philanthropic sources.
- Commitment to SASC's mission and values, with sensitivity to the complexities of sexual violence and trauma-informed care.
- Strong communication skills, with the ability to translate financial data into actionable insights.
- Experience supervising staff is an asset.

Communications:

Strong communications and interpersonal/human relations skills are required in this position to articulate our financial position. There will also be regular contact other staff members and with funders, donors, community partners and other vendors.

Working Conditions:

This job is performed in a hybrid work environment; currently the majority of the work can be done virtually and a portion of the work will be in the office or offsite at SASC events. Given that the majority of the work is computer-focused, the role can be sedentary although there is the ability to stand and stretch and move about the workspace, whether it be at home or in the office.

Direct Reports:

None.

Compensation and Benefits:

We are a Living Wage employer as defined by the [Ontario Living Wage Network](#). We use a 3:1 ratio meaning that the highest paid team member is not paid more than 3 times than the lowest paid team member.

Note: Most new team members will start at or close to the entry point of the range.

SASC has a 35-hour work week.

Pay Grade: 5

Min: \$33.58 per hour; \$61,115.60 per annum
Max: \$39.50 per hour; \$71,890.00 per annum

We have a health benefit plan including Extended Health Care (EHC), Dental, Employee Life Insurance, Dependent's Life Insurance, Accidental Death and Dismemberment (AD&D), Long-Term Disability (LTD), and an Employee Assistance Program (EAP). We pay 100% of health benefit premiums for our full-time staff and their families.

Due to the nature of our work, our staff team starts with four weeks of vacation. We also have 125 hours of paid time off per year. These amounts are pro-rated based on the team member's start date.

We offer RRSP matching after one year of employment.

Anti-Racism/Anti-Oppression Statement:

We recognize that sexual violence disproportionately impacts women, trans, and non-binary people. We particularly recognize the impact of racism and colonialism on Black, Indigenous, and racialized women, girls, gender-diverse, and two-spirit survivors.

Given this, we encourage applications from women, trans, and non-binary candidates, especially those who identify as Black, First Nations, Metis, Inuit, racialized, as members of 2SLGBTQIA+ communities, and/or as a person with a disability. We invite candidates to voluntarily self-identify as a member of a diverse and/or disenfranchised group as part of their application.

We are committed to providing an inclusive and barrier-free work environment. We adhere to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). We strive to make our recruitment, assessment, and selection processes accessible and provide accommodations as requested for applicants with differing abilities. If you require accommodation at any point during the application and/or hiring process, please contact us at jobs@sascwr.org.

How to Apply:

Please submit a cover letter along with your current resume as one PDF document to jobs@sascwr.org.

*We thank all candidates for their interest; however,
only those selected for an interview will be contacted.*

Unless you require accommodation, no phone calls or email inquiries please.