

Start Me Up Niagara

Financial Coordinator



TYPE OF POSITION:	Contract
REPORTS TO:	Executive Director
CLOSING DATE:	Open
RATE OF PAY:	\$25.00/hour (to be negotiated)

This job posting is for a current vacancy

Position Summary:

Start Me Up Niagara is home to a dedicated team who strive to provide encouragement, support, and assist with the immediate needs of person's struggling with significant life challenges. Many of these adversities include: mental health issues, addictions, homelessness, and poverty.

Job Description:

As a Financial Coordinator, you will be responsible for overseeing the financial operations of Start Me Up Niagara (SMUN), ensuring the accuracy and integrity of financial records, compliance with regulatory and funding requirements, and effective management of organizational resources. Reporting finances to the Executive Director and the Board of Directors while working closely with the leadership team. The Financial Coordinator manages accounting functions, financial reporting, budgeting, funding compliance, audits, and internal controls for varied and multiple programs

The Financial Coordinator plays a critical role in supporting informed decision-making and ensuring the long-term financial health and sustainability of the agency.

Key Responsibilities:

- Manage multi-funding budget, overseeing the end-to-end process from development to submission and monthly monitoring
- Manage all aspects of accounts payable, including processing invoices, reconciling statements, and coordinating payments
- Handle accounts receivable and accounts payable, tracking payments, and resolving understanding payment discrepancies
- Record and maintain accurate financial transactions in the general ledger
- Conduct monthly bank reconciliations and resolve discrepancies
- Prepare and present financial statements and reports, including balance sheets, income and cashflow statements, and budget variance reports
- Monitor organizational financial performance and provide recommendations to support effective financial management and long-term forecasting projections
- Ensure compliance with regulatory bodies, financial regulations and internal policies, including CRA, WSIB and Ministry of Labour requirements
- Provide financial information and supporting documentation for annual audits and funder reviews

- Participate in the development, implementation, and monitoring of financial controls, policies and procedures
- Assist with forecasting, budget planning, and identification of cost-saving and efficiency opportunities
- Collaborate with management, funders, Board of Directors, auditors, vendors and staff to ensure accurate financial reporting and effective financial operations.
- Attend Board of Director meetings as required. Potentially in the evening

Requirements:

- **2-5 years** of accounting or financial experience
- Proficient in;
 - Financial Statements
 - Budgeting
 - Payroll
 - Knowledge of accounting software including Microsoft Excel
 - Grant and fund accounting
 - Non-profit financial reporting standards.
 - Government grants and funding agreements
 - Donor-restricted funds
 - Charity and non-profit reporting requirements.
 - Ontario non-profit governance and compliance standards.
- Proven experience as a Financial Coordinator or similar role
- **Must** have a strong knowledge of accounting principles and practices particularly in a **not-for-profit** environment
- Ability to multi task and shift priorities
- Proficient in using Sage
- Strong attention to detail and accuracy
- Excellent analytical and problem-solving skills
- High degree of integrity and professionalism

Qualifications:

Post secondary education in Accounting, Finance or a related field

How to Apply:

Applicants are invited to email a cover letter and resume to hr@startmeupniagara.ca with the subject line "Financial Coordinator".

We thank all applicants, however only those who are selected for an interview will be contacted

Accommodation

Start Me Up Niagara is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations within reason due to a disability or medical need are available on request for

candidates taking part in the recruitment process.