



**Career Opportunity:
FINANCIAL OFFICER**

Do you want a purpose filled life? Are you looking for work-life balance? Are you looking to grow in the finance profession? Are your results focused with an emphasis on quality and quantity standards with great attention to detail? Do you thrive in a diverse, supportive, and change-positive team?

Join Interval House's Growing Team:

At Interval House, the life experiences and stories of the women and children we serve inspire everything we do. This is a great opportunity to be a part of our Finance department that supports Interval House mission by ensuring financial health and efficient management of the organization's financial resources.

Job Details:

The Financial Officer position will report to the Finance Manager.

Job Type: Full-Time Permanent

Hours of Work: 35 hours per week

Work Arrangement: Hybrid – minimum 2 days per week onsite

Location: Toronto, Ontario

Start Date: October 2023

You will benefit from:

- Work/Life balance
- Competitive compensation
- Employer fully paid Group Insurance benefits
- Employee Assistance Program
- Paid vacation and sick benefits
- RRSP benefits
- Career growth and professional development opportunities

Job Summary:

As a **Financial Officer** you will utilise your analytical, decision making and problem resolution skills in supporting the efficiency of the Finance Department. You will represent the Finance Department on project teams and interact closely with the various departmental managers.

Duties and Responsibilities:

- Update and reconcile bank accounts, investment accounts and donation accounts
- Process vendors' payments and employee reimbursements
- Ensure availability of funds to cover operating and capital expenses
- Accurately update general ledger
- Assist with preparation of operating and capital budgets and variance reports
- Reconciliation of balance sheet accounts
- Assist with preparation of external audit documentation and act as liaison with the Auditors
- Assist in the preparation of all external reports (Charity Returns, Funders Report, T4 Reports)

Job Requirements & Competency:

- Advanced diploma or undergraduate degree in Accounting or Finance
- Minimum two (1-2) years' experience in non-profit accounting
- Working knowledge of QuickBooks Desktop and Microsoft Office. Advanced Excel is a must.
- Working knowledge of payroll and payroll reconciliations
- Knowledge of Generally Accepted Accounting Principles (GAAP) and internal controls
- High level of demonstrated administrative skills
- Excellent verbal and written communication and presentation skills

- Ability to observe strict confidentiality
- Consistent ability to demonstrate positive and professional behavior
- Accountability, dependability, and flexibility
- Ability to receive constructive feedback, take coaching
- Demonstrating a proactive mindset and tendency to take initiative
- Ability to identify and manage risks
- Ability to positively adapt to and manage change
- Demonstrated ability to work as part of a team and to work with minimal supervision
- Ability to work in a racially and culturally diverse environment
- Taking initiative for self-development

Please submit your cover letter and resume to:

Attention: Human Resources / Subject line: **FINANCIAL OFFICER** / Email: personnel@intervalhouse.ca

Good to Know:

We thank all applicants, but only applicants with the required qualifications and competencies will be contacted.

Must be legally eligible to work in Canada and must have a valid work permit that allows the candidate to fulfill the requirements of the role.

As a congregate setting, candidates **must** meet Interval House Covid-19 vaccination policy requirements, subject to exemptions within the policy.

All successful applicants must agree to undergo a police vulnerable sector check.

Interval House demonstrates its commitment to diversity, equity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.

Interval House:

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence.

Checkout our website for more details, www.intervalhouse.ca