

LET'S TALK SCIENCE POSITION POSTING

Position Title: Finance Assistant

Position Status: Full-time, 1 year renewable contract, eligible for benefits

Location: London, Ontario

Closing Date: Applications are encouraged by Tuesday, June 6th; however, the position will remain open until filled

THE OPPORTUNITY

Let's Talk Science is an award-winning, national, charitable organization focused on education and outreach to support youth development. We create and deliver unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM) to support learning and skill development. Our programs, resources and services, we motivate and empower Canadian children and youth of all ages to fulfill their potential and prepare for their future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 4 million children, youth, educators and volunteers in STEM since its inception.

This opportunity is based in our office in London, ON.

We invite you to visit our website (www.letstalkscience.ca) to learn more about our organization.

POSITION

The Finance Assistant is responsible for accurate and timely handling of general accounting duties, including providing information systems support. The incumbent ensures that financial data are accurate and up-to-date in order to provide information for decision-making and to facilitate day-to-day operations and assists in general administrative duties and ensures that general operations are maintained at a high standard.

Responsibilities:

General Accounting Duties

- Maintain customer and vendor accounts in Financial Edge
- Answer inquiries from staff related to expense reimbursements
- Produce Accounts Receivable invoices
- Assist with creation of customized budgets
- Act as a resource for the accounting system; includes coordinating staff and volunteer access, troubleshooting questions and maintenance of the user guide
- Process payments/refunds through Eventbrite & Pay Pal

Accounting/Financial Statements and Reporting

- Run various queries using our financial reporting system, including ad hoc requests, primarily from our programs and fund development staff
- Maintain and administer schedules for fixed assets
- Assist with maintaining year-end working papers and spreadsheets, and assist with preparation for any audits, independent reviews and/or legal financial reporting; support information needs of external audit team
- Assist with month end financial activities

Information Technology

- Act as first point of contact for troubleshooting various IT issues, escalating to our external vendors as required

General Administration

- Contribute to drafting, communicating and monitoring related policies and procedures
- Stay current with all regulations, practices, tax laws, reporting requirements and industry trends that impact on the organization's book of accounts
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Other duties as requested/required within the scope of the position

Requirements/Qualifications

- Degree in accounting, finance or a related field
- 2+ years of clerical accounting experience. Not-for-profit accounting experience is an asset.
- Experience working in an IT support role and/or extreme comfort with working with technology and willingness to learn new software
- High level of proficiency with Microsoft Office Suite, in particular Excel
- Experience working with accounting software; Financial Edge preferred
- Knowledge of Generally Accepted Accounting Principles (GAAP) and associated procedures
- Good understanding of CRA and Canadian standards

Skills and Abilities

- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- Good organization and time management skills
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Excellent communication and interpersonal skills with a customer service focus and an ability to explain technical financial and budget-related concepts to non-technical audiences
- Demonstrated ability to establish good working relationship with staff at all levels of the organization
- Ability to handle information in a sensitive, confidential and professional manner
- Superior analytical and problem solving skills
- Ability to work outside of regular hours on occasion

Working Relationships

This position reports to the Manager, Finance and works closely with other staff in the Finance function. In addition the incumbent collaborates with staff throughout the organization on various financial and information technology matters. He/she will also interact with financial service providers and organization vendors.

Interested candidates should submit their resume and cover letter including salary expectations and quoting "Finance Assistant" as outlined below. The position will remain open until filled; however, applications are encouraged by 11:59 p.m. on **Tuesday, June 6th, 2017**. Please submit to:

Heather Small

Coordinator, Human Resources, Let's Talk Science
1510 Woodcock Street, Unit 12 London ON N6H 5S1

Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Let's Talk Science is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified individuals. If you have a disability that requires accommodation to assist you with any aspect of the hiring process, please contact the Coordinator, Human Resources listed above. Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.