

## 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 11:59 EDT Sunday April 11<sup>th</sup>, 2021; however, the position will remain open until filled

### THE OPPORTUNITY

Let's Talk Science (LTS) is an award-winning, national charitable organization focused on education and outreach to support youth development. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering Canadian youth to develop the skills they need to participate and thrive in an ever-changing world, LTS offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. LTS has excited, inspired and engaged more than 9 million children, youth, educators and volunteers in STEM since its inception.

We invite you to visit our website [www.letstalkscience.ca](http://www.letstalkscience.ca) to learn more about our organization. This position is based at our National Office in London, Ontario. Due to COVID we are offering temporary flexibility to work remotely from a home office.

### POSITION

The Finance Assistant is responsible for accurate and timely handling of general accounting duties. 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 (i.e. set up users and vendors)
- Answer inquiries from staff related to expense reimbursements, Financial Edge/Web Invoicing, etc.
- Process of vendor invoices into Accounts Payable and completion of the weekly cheque run
- Daily bank deposits when required including handling of in-coming mail
- Produce Accounts Receivable invoices for sponsors and professional services
- Prepare and or act as backup for bi-weekly payroll; collaborate with HR and payroll company on streamlining flow of information to create efficiencies; verify payroll company CRA & EHT remittances, as assigned
- Support the issue of T4s, T4As, T2200s, and records of employment, as assigned
- Stay up to date with applicable provincial payroll regulations
- Assist with creation of customized reports

##### **Accounting/Financial Statements and Reporting**

- Run various queries using our financial reporting system, including ad hoc requests from our program team and support functions
- Assist with month end financial activities

##### **General Administration**

- Contribute to drafting, communicating and monitoring related policies and procedures
- Act as a resource for the accounting system; includes coordinating staff and volunteer access, troubleshooting questions and maintenance of the user guide

- 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
- Processing of payments/refunds through Eventbrite & Pay Pal
- Other duties as requested/required within the scope of the position

### Requirements/Qualifications

- Degree/diploma in accounting, finance or a related field with 2+ years of clerical accounting experience; an equivalent combination of education and work experience will be considered
- Experience with not-for-profit accounting and/or payroll considered assets
- Comfort 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
- Bilingual (English and French) an asset

### 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 and within the Operations team. In addition the incumbent collaborates with staff throughout the organization on various financial matters. They will also interact with financial service providers and other vendors on the organization's behalf.

Interested candidates should submit their resume, cover letter (including salary expectations) as outlined below and quote "Finance Assistant" by 11:59 pm EDT on **Sunday April 11, 2021** to:

Shawna Agathos

Human Resources Generalist, Let's Talk Science

1510 Woodcock Street, Unit 12, London, ON N6H 5S1

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

FAX: (519) 474-4085

*Let's Talk Science invites applications from all qualified candidates. We are committed to employment equity and building a diverse workforce reflective of Canadian society and especially welcome applications from racialized persons / persons of colour, women, Indigenous persons, persons with disabilities, LGBTQ2 persons and others who may contribute to the diversification of ideas. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact the Human Resources representative listed above. Please also note that applicants must be legally entitled to work in Canada. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.*