



Job # 14.19

Job Title: Finance Assistant
Closing Date: May 10, 2019
Location: Toronto, ON
Duration: 8 Weeks, 40 hours per week
Salary Range: \$14.00 /hour
Job Type: Summer

The Role:

Under the supervision of CCRW's Chief Financial Officer, the Finance Assistant will process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc. S/he will also perform routine calculations to produce analyses and reports as requested by CCRW's Finance Department. In conjunction with the Finance Department, the Finance Assistant will support the implementation of a new payroll/HR system.

The main accountabilities for this position include but are not limited to:

- Will help oversee and manage individual accounts
- Create, send, and follow up on invoices on an as-needed basis
- Collecting and entering data for various financial spreadsheets
- Review and audit financial statements and reports, to ensure all calculations and data entries are correct
- will also be responsible for answering questions and providing assistance to stakeholders, CCRW program managers, employees and clients as needed.

Who are you:

The Finance assistant is an engaging and self-motivated individual with strong critical thinking and communication skills, including good listening skills, nonverbal communication skills, clarity and concision, general friendliness, confidence, empathy, open-mindedness.

Requirements to be considered for this job:

- This position is funded by Canada Jobs and the person hired must be born after July 1, 1989, be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and is legally entitled to work according to Ontario regulations. International students are not eligible.
- Students enrolled or recently graduated from post-secondary programs (including college-level certificate or diploma programs as well undergraduate or graduate degree programs) focusing on business, finance, accounting, or a related field will all be considered for this role
- Proven leadership, communications and interpersonal skills
- Excellent mathematical skills



- Understanding of data privacy standards; integrity; and honesty
- Superior attention to detail; organizational skills
- Ability to work well independently and in teams
- Proficiency in MS Office Suite (particularly with spreadsheets and calculation software in order to be successful in this role.)
- Previous experience working within a non-profit environment and with people with disabilities would be preferred.

Interested applicants are invited to submit a cover letter and current resume to:

Careers@ccrw.org

Please quote Job # 14.19

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

CCRW is committed to workplace inclusion. Candidates of diverse backgrounds are encouraged to apply. If you require an accommodation at any point in the application process for this position, please email careers@ccrw.org