



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

JOB DESCRIPTION | Finance Assistant

The Canadian Race Relations Foundation

The Canadian Race Relations Foundation (CRRF) was created in 1996 to reaffirm the principles of justice and equality for all in Canada. The CRRF's mandate is to facilitate throughout Canada the development, sharing, and application of knowledge and expertise to eliminate racism and all forms of racial discrimination in Canadian society.

Reporting to the Director of Finance and Administration, the Finance Assistant provides all day-to-day accounting operations, with functional responsibility for investment accounting, general ledger posting, accounts payable, and check processing, and assist in administration of the Foundation.

Position Summary

Job title:	Finance Assistant
Job classification:	Temporary/Contract
Employment Status:	Six-month contract
Hours:	35 hours per week Ability to travel and attend weekend, early morning, and evening meetings as required
Work location:	Hybrid working setting based on the locations in Toronto Canada, with the possibility of returning to on-site work where applicable
Salary:	\$51,511 - \$56,662 per annum. CRRF is a unionized workplace, and the position and its salary are subject to a Collective Agreement.

Responsibilities:

Investment accounting:

- Prepare Investment Accounts reconciliations
- Input monthly investment trading transactions
- Reconcile cash and portfolio balances in custodian reports with general ledger balances
- Maintain Investment Continuity reports
- Maintain general ledger data inputs
- Prepare quarterly and year-end investment reports

Finance & Accounting:

- Maintain general ledger, donation book, financial records
- Manage Accounts Payables and Receivables
- Prepare bank accounts and VISA statement reconciliations
- Monitor and analyze accounting data and produce financial reports or statements
- Assist in preparation and production of financial reports
- Maintain system of accounts and keep books and records on all transactions and assets
- Assist with the annual internal and external audit



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Administration:

- Assist in overall harmonious and smooth functioning of the office
- Administer and maintain records of all contracts for operations and programs
- Perform other job-related duties as assigned

Qualifications:

- Bachelor's Degree in Accounting or Finance or equivalent experience.
- 3 + years' Experience in Investment Accounting and Portfolio Analysis
- Must have hands-on experience of Sage 50 Accounting software and MS office
- Excellent organizational skills
- Excellent written and verbal English communication skills
- Able to complete multiple tasks, work under pressure to meet deadlines
- Independent, reliable and proactive
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications. Comfortable using Zoom and other platforms as required for hosting online meetings and events.
- Excellent communication skills and strong recordkeeping and organizational skills.
- Ability to work independently and as part of a team.
- Able to work in a fast-paced environment and manage several deadlines.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

To Apply:

Please submit the cover letter and résumé by September 23, 2024, to:

Email: hr-rh@crrf-fcrr.ca

Some essential and other qualifications will be assessed through your application process.

Proof of eligibility to work in Canada and education, and three professional references from your previous supervisor and coworkers will be requested if you are considered for the position.

Interviews will be held via Zoom. While all applications are appreciated and will be handled in the strictest confidence, only those candidates short-listed for an interview will be contacted. CRRF may cancel, postpone, or revise employment opportunities at any time.

CRRF values diversity and is committed to fostering an environment of inclusion and cross-cultural sensitivity. We encourage applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We accommodate people with disabilities throughout the recruitment and selection process. Please indicate accommodation-related requirements/needs in your application.