

Finance Administrative Coordinator (Full-Time)

Reporting to the Vice President of Finance, the Finance Administrative Coordinator is responsible for providing administrative support to the Vice President's portfolio and teams, (i.e., Procurement and Contracts, Payroll and Accounting). The Administrative Coordinator provides support to other areas of the organization as required under the direction of the Vice President of Finance.

Responsibilities include but are not limited to:

Administration

- Monitoring and organizing department calendars, and meetings;
- Organizing meetings (i.e., room bookings, video conferencing, food, agendas, materials, etc.);
- Maintaining and distributing department meetings, agendas, and minutes;
- Processing invoices, obtaining approvals for purchases, preparing purchase orders, reconciling VISA statements for department;
- Assisting with policy revisions/updates with direction;
- Updating and preparing documents (i.e., forms revisions, etc.);
- Preparing various reports and presentation finalization, including updating and rolling over annual templates;
- Attending the monthly Finance, Audit and Risk (FAR) Committee meetings, taking minutes and compiling package for distribution;
- Assisting with tracking projects and goals;
- Custodian for the Finance Team SharePoint site;
- General office processes and assistance (i.e., filing).

Finance

- Purchasing requests of Finance supplies and maintaining inventory (i.e., pens, pads, etc.);
- Managing department timesheets (rolling time sheets);
- Participating as an active member of the Administrative Team;

Qualifications required:

- Post-secondary education in Office and/or Business Administration
- Three (3) years of administration experience required, and (3) years supporting senior staff is an asset
- Strong interpersonal and communication skills
- Excellent writing and proofreading skills with an attention to detail
- Must be professional, personable, approachable, courteous, tactful, and diplomatic
- Must be able to handle highly confidential information
- Effective scheduling/meeting coordination skills
- Must be able to work independently and as a part of a team
- Must be able to compose correspondence



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- Intermediate to advanced knowledge and experience with Microsoft Office (Excel, Outlook, PowerPoint, Microsoft Word), Adobe Acrobat
- Must be computer savvy with research skills
- Satisfactory Police Vulnerable Sector Check
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies

Compensation: Starting at \$40,000 annually; three (3) weeks' vacation per year of work (pro-rated to hours worked); 9 paid (including stat) holidays; health, insurance and pension benefits when eligible.

* Pay will be commensurate based on education and experience

Please apply in writing referencing posting #2024-38 outlining qualifications and experience by 4pm on Wednesday, May 8th, 2024, to

Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca