



The College of Naturopaths of Ontario

Posting – Finance Coordinator

The College of Naturopaths of Ontario works to protect the public interest by regulating naturopaths in support of the public's right to competent, safe and ethical naturopathic care. The College fulfills its role by setting the requirements to enter the profession, setting standards of practice, administering a quality assurance program, and holding Ontario's naturopaths accountable for their conduct and practice.

Position Overview

The Finance Coordinator will primarily support management of the day-to-day financial activities of the College. Additionally, the successful candidate will coordinate and maintain College resources. This role supports governance and strategic operations through effective and efficient processes.

Duties & Responsibilities

As the key person for these programs, the incumbent will ensure timely and effective financial, human resource and governance management of the College in the following areas:

- Supporting the financial management systems of the College by:
 - Monitoring all financial transactions of the College against the approved budget and variance reporting;
 - Monitoring all College bank accounts and investments to ensure accounts are maintained at proper levels and investments are renewed/cashed as planned;
 - Making entries in the General Ledger of the College;
 - Overseeing accounts receivable and ensuring receivables are accurate and true receivables;
 - Receiving and entering all payables for the College and monitoring accounts payable;
 - Recording day to day financial transactions and completing the posting process;
 - Complete tax forms;
 - Reconciling all accounts including Petty Cash and resolving discrepancies;
 - Entering data, maintaining records and creating reports and financial statements;
 - Preparing the Year End activities including forecasting of accruals and data entry of adjusting journal entries;
 - Completing accounting tasks in accordance with the College's policies and procedures;
 - Implementing and enforcing financial controls.
- Supporting the financial audit processes of the College and external auditor by:
 - Preparing pre-audit reports as requested;
 - Responding to inquiries of the external auditor and seeking guidance of the Director of Operations as required;
 - Supporting the Audit Committee by coordinating meetings, providing meeting materials;
 - Coordinating all internal audit activities.
- Supporting the budget development processes of the College departments by:
 - Providing financial history of program areas;
 - Working with the Management team to develop budgetary expenses and assumptions;

- Liaising with various parties to gather relevant information;
- Identify and research opportunities for cost savings;
- Participating in departmental planning and documentation;
- Providing support during the annual planning cycle preparing documentation, drafts, and reports as required.
- Supporting the payroll processes of the College by:
 - Processing and calculating semi-monthly payroll;
 - Processing of expenses;
 - Enrolling staff and volunteers into payroll system;
 - Resolving payroll discrepancies;
 - Tracking staff attendance, vacation, sick and lieu/personal time;
 - Managing staff enrolment and monitoring of the College's benefits and RRSP programs;
 - Assisting in the preparation of year end payroll tax forms.
- Supporting the coordination of supply services and supply inventory maintenance processes.
- Other duties as assigned.

Qualifications

The Finance Coordinator will be extremely reliable with the commitment to take pride and ownership in all projects and initiatives. They must ensure that all work responsibilities are completed within tight timelines and that the work performed is outstanding.

Education

Degree or Diploma in Accounting, Finance, Office Administration or Business Administration required, or equivalent education acceptable to the College.

Skills and Experience

- A minimum of 3 years of general accounting experience in a financial environment including preparing and maintaining budgets; preparing, monitoring and reconciling financial transactions; accounts payable & receivable; preparing and coordinating HR and payroll documentation; financial reporting responsibilities; and coordination with various departments related to accounting activities.
- Demonstrated experience undertaking and completing financial projects by initiating appropriate action in line with accepted accounting practices and institutional policy in order to meet operational requirements of the department.
- Demonstrated experience with financial accounting systems.
- Knowledge of Quick Books, Moneris, ADP or alternative comparable applications.
- Proficient computer skills (Microsoft Excel).
- Demonstrated experience in administrative office support.
- Ability to work well autonomously, but also collaborates effectively with others.
- Strong inter-personal communication skills with evidence of good judgment.
- Highly developed analytical and problem-solving skills.
- Experience working in a regulatory environment would be an asset.

Personal Attributes

The College's environment is best suited for individuals with the following attributes:

- Integrity, the ability to be proactive, innovative and solutions oriented;

- Strong sense of accountability;
- High degree of accuracy and attention to detail;
- Practical ability to get things done;
- Excellent verbal and written communication skills;
- A team player with excellent multi-tasking skills who thrives in a busy environment;
- Excellent organizational skills, time management and planning abilities;
- Ability to maintain personal composure during times of stress.

Terms and Working Conditions

The following terms and working conditions apply to this position:

- This is a full-time permanent position with the College;
- The position is based on a 35-hour work week, Monday to Friday;
- Salary will be based on the experience, skills and qualifications of the incumbent within a range of \$51,000 - \$65,000 per year.

Benefits

College employees enjoy a competitive group benefits plan (life insurance, LTD, health, dental and paramedical services) and employees are registered in the College's Registered Retirement Savings Plan (RRSP) program where the College makes a contribution on the employee's behalf. The College will also provide opportunities for professional development.

Application Process and Deadline

Cover letters and resumes can be emailed to agnes.kupny@collegeofnaturopaths.on.ca or via fax at (416) 583-6011 and must be received by May 31, 2021. Please include "Finance Coordinator" in the subject line of your e-mail or fax. Only those applicants who are selected for an interview will be contacted by the College following the job posting close date. The College requests that no telephone inquiries be made.