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Job Posting **Finance Officer**

Roots Community Services Inc. (RootsCS) is a multi-service charitable organization that provides culturally relevant programs and services to inspire residents in the Region of Peel, primarily from the Black, African and Caribbean (BAC) communities, to make positive changes in their lives and within their communities. We create pathways for BAC individuals to reach their full potential through service provision, advocacy, and education aimed at fostering health, wellness, and overall quality of life.

Position Summary

The **Finance Officer** is responsible for assisting with financial reconciliations and preparing reports for funders. Reporting to the Manager of Finance, this role also involves close collaboration with the Manager of Operations and HR practitioners to ensure the effective functioning of the Finance and Operations departments.

Reports to: Manager of Finance
Term of Work: Full Time (35 hours per week)
Salary: \$55,000 - \$70,000 annually, plus benefits

Major Duties & Responsibilities

- Review monthly financial reports to ensure transactions are applied accurately, accounts are reconciled, and variances are minimized
- Assist with preparing financial reports with narratives for donors for assigned grants, funders reporting explaining any variances to project budgets
- Respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data
- Provide financial support by reviewing and studying operational issues, applying financial principles and practices, and developing recommendations
- Process payroll for all full-time, part-time and contracted staff
- Promote equality, diversity and inclusion as part of the organization's culture
- Assist with organizational, administrative processes and procedures
- Assist the Executive Director in any other related duty that is assigned

Qualifications

- BA in Finance, Certificate in or related educational qualifications, or equivalent combination of education, experience in advocacy or working with marginalized groups
- Minimum 3 -5 years of experience working in finance and administrative functions
- Knowledge of and adherence to agency policies and procedures
- Strong written and oral communication skills
- Highly organized, able to prioritize work, self-directed, and work within the context of a lean team
- Strong business acumen
- Proficiency in Microsoft Office applications
- An eye for accuracy and attention to detail
- Excellent analytical abilities
- Experience in financial reporting for charitable and not-for-profit organizations
- Proficiency in bookkeeping programs and proficiency in Quickbooks and/or related software
- Have a clear and valid Vulnerable Sector Check

All employees are expected to participate in special assignments as a team-oriented and inclusive organization. These include fundraising, strategic planning, and other related activities that contribute to the continuous development and expansion of Roots Community Services Inc. Employees are expected to contribute to ongoing department growth and improvement via excellent job performance and proactive communication. Each employee and team are integral to RootsCS' mission.

Please forward your application with a cover letter addressed to the HR Manager by email to careers@rootscs.org no later than September 20, 2024, with the subject line **Finance Officer**. Please note that we will be reviewing applications as they are submitted until the position is filled.

We thank all applicants for this position; however, we will contact only those candidates selected for an interview.