



**TEACH FOR
ENSEIGNER POUR LE
CANADA**

JOB OPPORTUNITY WITH TEACH FOR CANADA

Finance Coordinator

Teach For Canada is looking for a hard-working, detail-oriented person to oversee its financial operations.

The Basics

Job term:	Full-time, permanent
Hiring salary range:	\$46,000- \$59,000 per year plus benefits
Start date:	December 2020
Location:	Currently a remote working position. May eventually require occasional travel to Toronto office dependent on public health guidelines due to COVID-19
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	November 15 th , 2020
Interview process:	Pre-interview task, virtual interview
Desired experience:	2+ years in a finance role, preferably for a charity Experience with QuickBooks Online, Concur and/or related software Preference will be given to Certified Bookkeeper (CB)

Our Approach

Education in Canada is a success story. Study after study shows that our public schools are among the best in the world. But high overall quality masks deep inequality. Only 48 percent of First Nations youth living on reserve have a high school diploma. In the North, those numbers are even lower. And, too often, teachers arrive in northern First Nations without the preparation and support they need to succeed—and stay—in the classroom. The twin challenges of teacher supply and turnover compound historical injustice and systemic inequities to produce a statistical education gap between First Nations and non-First Nations communities.

Teach For Canada is a non-profit organization that works with northern First Nations to recruit, prepare, and support committed teachers who will increase student outcomes in the North. This model has been defined by First Nations community partners, our Circle of Advisors, our Board of Directors, and experienced northern educators.

Our Culture

Teach For Canada has a supportive work culture and offers a variety of benefits to its team members including health and parental leave benefits, access to physical and mental wellness supports, flexible hours, and professional development opportunities.

On our team we are fortunate to have a committed, experienced, talented, and humble group of leaders. Together, this team works hard to create meaningful impact. If you're looking for a multi-faceted, energizing, and rewarding work environment, then we want to hear from you!

Your Responsibilities

The Finance Coordinator will report to the Director of Team and Operations and be responsible for overseeing, coordinating, and administering Teach For Canada's financial operations. Specific responsibilities include:

- Maintain the financial records of Teach For Canada, including categorizing all transactions and performing entries for payables, receivables, accruals, pre-paid expenses, and deferrals
- Perform month-end and year-end procedures including, but not limited to preparing all month-end reconciliations and reports, and year-end materials for the annual charitable audit
- Coordinate and assist the external auditors during the annual charitable audit, serving as Teach For Canada's internal point of contact
- Manage the day-to-day financial operations within Teach For Canada (accounts payable and receivable, payroll, etc.)
- Manage all petty cash and reconcile on a monthly basis
- Manage an electronic database of all receipts
- Prepare all necessary financial statements and assist with preparation of other reports as needed for program budgets
- Set up and pilot Concur expense management system and manage going forward
- Transition Teach For Canada's bookkeeping system from Quickbooks Desktop to Quickbooks Online
- Maintain and oversee Teach For Canada's banking (including but not limited to accounts, investments, loans, statements, and records)
- Ensure that all statutory filings and remittances are done on time and with accuracy, including T3010 and GST/HST rebate
- Allocate expenses to generate donor financial reports and assemble materials for financial monitors
- Track donations and issue charitable tax receipts on an on-going basis
- Establish and maintain financial policies and procedures for the organization
- Seek out methods for minimizing financial risk to the organization
- Perform other Team and Operations duties as required

Your Fit

- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the history, culture, and goals of Indigenous communities in Canada. You care that goals are reached in the right way.
- **You are detail-oriented:** You are thorough in your work; you take the time to ask questions and ensure accuracy.
- **You are tech savvy:** You are highly proficient with Quickbooks Online, Microsoft office, Concur or other expense management software, and learn other tech quickly.
- **You are a strategic thinker and problem solver:** You plan ahead and proactively solve challenges.
- **You are a planner:** You prioritize and plan to effectively meet competing deadlines

Application Process

Please send **one** PDF file containing a resume and cover letter to apply@teachforcanada.ca by **11:59pm November 15, 2020**.

Teach For Canada is an equal opportunity employer and is committed to building a diverse and inclusive team. As an organization that works with First Nations, we value Indigenous perspectives in the workplace and strongly encourage Indigenous candidates to apply.

Teach For Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.