



TEACH FOR
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CANADA
GAKINAAMAAGE

JOB OPPORTUNITY WITH TFC–GAKINAAMAAGE Finance Coordinator

TFC–Gakinaamaage is looking for a detail-oriented individual to join our team as part-time Finance Coordinator

The Basics

Job term:	Part-time, contract
Hiring salary:	\$20.54 - \$22.71/hour; 16-24 hours/week
Contract duration:	November 2023 – January 2025
Location:	Work from Home
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	Until filled
Interview process:	Introductory interview 1-hour virtual interview with a task
Requirements:	2+ years of bookkeeping experience, preferably for a charity Experience with QuickBooks and expense management software
Desired requirements:	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.

TFC–Gakinaamaage 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

TFC-Gakinaamaage has a supportive work culture and offers a variety of benefits to its team members including 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 supports TFC-Gakinaamaage's financial operations. Specific responsibilities include:

- Maintain the financial records of TFC-Gakinaamaage, including categorizing all transactions and performing entries for payables, receivables, accruals, prepaid 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
- Support the Director of Finance with the day-to-day financial operations within TFC-Gakinaamaage (accounts payable and receivable, payroll, petty cash, receipt-tracking etc.)
- Support the Director of Finance during the annual charitable audit
- Support the department's quarterly, annual planning and review processes to reach and advance the goals of the department and organization.
- Assists in other elements of TFC-Gakinaamaage's work as needed, including support of program activities

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, Microsoft Office, Advataxes, 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 your resume and cover letter addressed to Zuzana Balazova at apply@teachforcanada.ca

TFC–Gakinaamaage 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.

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

This position involves overseeing the organization's finances, and as such, the successful candidate will be required to apply for and obtain a Criminal Record and Judicial Matters Police Check.