STRATFORD
House of Blessing
FOOD BANK

PART-TIME FINANCE ASSISTANT

We are looking for an individual to join our charity in the position of Finance Assistant. The Finance Assistant will report to the Executive Director. Our programs strive to overcome the direct barriers to accessing healthy food and emergency supplies, these barriers may include challenges such as poverty, disability, homelessness, transportation, physical illness, and mental illness. As a result, this position will be of special interest to those who have a heart for helping people.

Interested candidates should have data entry and bookkeeping experience, communication, organization, and office skills. The successful candidate will maintain our financial information and be able to work independently, be flexible in hours, responsibilities, and duties.

Functional Responsibilities:

1. Accounts Payable and government remittances
2. Payroll using QuickBooks Online payroll
3. Donation recording, tracking and receipting
4. Reconcile accounts, credit cards, bank accounts, monthly vendor statements
5. Journal entries
6. Update and maintain benefits
7. General office administrative tasks and supportive duties
8. Maintains a Finance Instruction Manual.

Qualifications & Skills:

1. 3 + years of experience in bookkeeping
2. QuickBooks Online experience is an asset
3. Strong MS Office Skills (Word, Excel, Outlook)
4. Organization and attention to detail essential
5. Demonstrated ability to work independently and in a cooperative team environment
6. Proficient written and oral English skills
7. Confidentially essential
8. Diploma in a relevant field is an asset

Conditions:

This is a part-time permanent position with minimum of 15 hours per week with the potential to increase to 24 hours per week seasonally. Office hours are 8:30 a.m. - 4:30 p.m. however, some evening and weekend events do occur. The employee will work in a professionally equipped office. Parking is provided. Travel around the city will be required.

Please send your resume together with a cover letter to the Executive Director at director@shob.org. Applications will be received until the position is filled.