

JOB POSTING

ORGANIZATION: Hamilton Community Foundation

THE ROLE: Full-time Bookkeeper/Junior Accountant

LOCATION: 120 King Street West, Suite 700, Hamilton, ON L8P 4V2

WHAT WE'RE LOOKING FOR

We are looking for an individual with strong bookkeeping and Excel skills and, preferably, experience using a large integrated accounting system.

You will help to provide exemplary service to our donors and granting community as well as to our staff team, volunteer committees and board by ensuring our financial information and reporting is accurate, clear and timely.

Reporting to the Manager, Corporate Services and working with the Accountant, you will be responsible for managing the payroll process, reconciliations of bank and other balance sheet accounts, and monthly reporting for donations and granting. On an annual basis, you will also assist with budget and audit worksheet preparation and annual donor statements.

To be successful in this role, you are skilled at using technology to make your work more efficient, possess a strong attention to detail, are very organized and find satisfaction in reconciling financial information. The successful candidate will work with a team of engaged staff who are committed to HCF's values of Inclusiveness, Collaboration, Accountability, Responsiveness, and Empowerment.

Currently, all HCF staff are working remotely. We will be conducting interviews through the Zoom platform. We anticipate that this job will allow for some combination of work from home and office, which will be decided in conversation with the successful candidate.

WHERE YOU ARE NOW:

You have the following qualifications:

- A post-secondary degree/diploma or an equivalent combination of school and work experience in accounting/bookkeeping.
- Experience with a large, integrated accounting system.
- Strong organizational and time management skills with excellent attention to detail.

- Intermediate to Advanced skills in MS Word & Excel (applicants may be asked to take a third-party assessment to confirm skill level – please advise us at that time if you require an accommodation)
- Familiarity with PowerPoint & Access is an asset.
- Ability to follow processes and meet deadlines.
- Initiative and the ability to work with minimal supervision and collaboratively as a team member.

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF)'s vision is a vibrant, inclusive Hamilton. We achieve this through our mission of driving positive change by connecting people, ideas and resources.

Hamilton Community Foundation (HCF) is part of a network of over 191 Canadian community foundations and we drive positive change by:

- Helping people give in a way that has meaning to them and impact in the community. Like all community foundations, HCF is unique from other charities because donors may support any area of charitable interest including arts and culture, education, health and human services, environment and recreation.
- Supporting all aspects of community life through grants and financing to a wide range of charitable organizations and initiatives. Beyond our traditional granting, HCF is unique in Hamilton because we also offer loans to charitable organizations and initiatives. This puts more of our capital to work for Hamiltonians. We also increase the amount of funds available to Hamilton programs by leveraging partnerships and matching gifts from a range of private and public partners.
- Engaging in community leadership by bringing people together to address priority issues that affect Hamiltonians. Leadership is an HCF hallmark. We mobilize our knowledge, assets and relationships to address emerging community issues and opportunities. We act to drive positive change and foster a vibrant inclusive city.

APPLICATION INSTRUCTIONS

1. Deadline is July 15, 2020.
2. Please submit a resume with cover letter to: Recruitment@hamiltoncommunityfoundation.ca In your cover letter, please tell us, based on the job posting, which of your skills will help you be successful in this role.

Hamilton Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We invite applications from diverse populations and groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation.

We thank all applicants; however, because we anticipate a high volume of applicants, only candidates selected to be interviewed will be contacted.