

JOB POSTING

Assistant Clerk, Finance
Part-Time 18-39 hours/week
Job #25-13

ELIGIBILITY TO APPLY

Anyone is invited to apply for this position.

PRIMARY FUNCTION

Reporting to the Senior Manager, Finance, this position is responsible for the administrative tasks associated with supporting the Finance department. We are seeking a detail-oriented and organized individual who will play a vital part in supporting the day-to-day operations of the Finance department by performing a variety of administrative and clerical tasks with accuracy and efficiency to ensure accurate record-keeping, timely processing of transactions, and adherence to financial policies and procedures. This role offers an exciting opportunity for individuals looking to gain experience in financial administration and contribute to the success of The 519.

KEY ACCOUNTABILITIES

- Assist in maintaining financial records and documentation.
- Process financial transactions, including accounts payable and receivable.
- Process invoices, expense reports, and other financial transactions accurately and efficiently.
- Creates payment requisitions in Expense Approval platform and seeks approval from relevant staff. Ensures detailed financial back-up documentation.
- Coordinates credit card reconciliation with credit card holders, reviews invoices and bills in accordance with the information submitted by the credit card holders.
- Perform data entry tasks and update financial databases and spreadsheets. Enter and update data in accounting software.
- Monitors the Finance email inbox and supports timely responses for invoices, remittances and various payment processing.
- Performs all clerical duties relating to receipts, disbursements and the recording and filing of all business office records including corporate records in compliance with MFIPPA obligations.
- Collaborate with other departments to resolve financial queries and discrepancies.
- Maintain confidentiality and integrity of financial information.
- Assist with maintaining and updating vendor information.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE

1. Post secondary in a relevant discipline or equivalent combination of education and experience related to the combined Finance and Administrative position.
2. Direct experience working with accounting systems. Proficiency in Microsoft Office Suite,

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- particularly Excel and Word.
3. Strong attention to detail and accuracy in numerical data entry. Excellent organizational and time management skills.
 4. Demonstrated excellence in customer service relations and effective communication skills including ability to effectively communicate both orally and in writing, with internal and external stakeholders.
 5. Working knowledge of MFIPPA, and other relevant legislation.
 6. Demonstrated ability to work in a fast paced, demanding multi-dimensional environment and ability to meet deadlines while ensuring accuracy and attention to detail.
 7. Knowledge of and experience working in the 2SLGBTQ communities that includes an awareness of current issues and trends impacting these communities.
 8. Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.

POSITION DETAILS

Position Status	Part-Time 18-39 hours/week; Contract ending December 5, 2025, with the possibility of extension or conversion
Union Status	Union Position - CUPE Local 2998 – Wage Grade 6
Starting Hourly Rate	\$23.13/hour starting rate (City of Toronto 2024 Wage Grid for Union Staff) (Range \$23.13/hour-\$27.18/hour)
Benefits	Optional enrolment in health, dental benefits plan after completing probation (partial premiums paid by the employee); Optional enrolment in OMERS pension plan from day one.
Hours of Work	Monday-Friday, some evenings and weekends required. Expected 20 hours/week.
Vacation	3 weeks per year, pro-rated to hours worked, eligible to be used after first year of employment
Location	Due to the nature of this position, the successful applicant will be expected to work on-site at The 519.

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **11:59pm, April 23, 2025**. Please quote **Job #25-13** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 25-13 First Name Last Name". Please also share which pronouns you would like us to use when corresponding with you (directly and within The 519) in your email or your cover letter.

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Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.

Accommodation: *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*