



## JOB POSTING

POSTING #: 2021-89

### ACCOUNTING COORDINATOR (FULL-TIME, PERMANENT)

#### THE OPPORTUNITY

***Join one of the [Top 100 Charity Organizations](#) today! Since 2010, Charity Intelligence has awarded Eva's with the highest rating available based on financial transparency, accountability to donors and cost-efficiency.***

#### **Eva's Turns Youth Homelessness into Home**

Black and Indigenous youth and young people of colour are overrepresented in homeless shelters and transitional homes in Toronto. They face higher rates of housing insecurity and barriers to accessing long-term housing due to the legacy of colonialism and anti-Black racism. Eva's is rooted in the principles of social justice. If you have a history of working in social justice; have experience working in homelessness and/or housing; and want to be a leader in one of Toronto's most pressing social issues, read on.

By working with Eva's, you'll be doing more than helping give youth shelter. You'll be giving them strength for the future. This position reports to the Family Reconnect Manager and may be located at any of the Eva's Locations. The position works in a shelter environment with its associated stresses and with youth who may at-times be in crisis and may demonstrate related behaviours.

#### **ROLE OVERVIEW**

Eva's is looking for an adaptable and detail-oriented individual to join our finance team as the Accounting Coordinator. This role will be primarily accountable for maintaining accounts payable, updating databases and organizing financial information for Eva's. This position will take on the leadership role in implementing standards for smooth operation and communication between finance and other departments, financial reconciliation, reports and ensuring work is completed in a timely manner.

This position will report directly to the Manager, Finance, and is located at **Eva's Administrative Office: 401 Richmond Street West, Suite 245, Toronto, ON.**

## RESPONSIBILITIES

- Completes full cycle accounts payable and account receivable duties, including donations and bank deposits.
- Accurately process and verify that invoices are charged to the appropriate programs and departments.
- Processes accruals and prepaid expenses adjustments, accordingly, helping with month-end and annual account closings.
- Reconciliation of monthly revenue and all the cash receipts with the Fund Raising Team.
- Ensures accurate and timely data entry into the Agency's accounting system. This includes filing/uploading documents and related supporting documentation, reconciling statements, and ensuring accounting software is up to date.
- Prepares monthly reconciliation tasks such as bank reconciliation, credit card reconciliations, and other reconciliation duties.
- Participates in the preparation and enhancement of monthly, quarterly, and annual reporting packages for internal and external purposes.
- Provides support for external and internal audits as needed.
- Helps to consolidate financial data needed to accurately produce reports, budgets, and statements.
- Maintains accurate record keeping and budgeting to various departments on an as-needed basis.
- Other duties as assigned or required.

## JOB SKILLS AND ABILITIES

- Highly proficient computer skills – especially with regards to databases.
- Very detail oriented with a good understanding of importance of accuracy.
- Proficiency in website and donor contact management systems.
- Strong organizational skills and ability to perform well under pressure.
- Excellent communication skills, both written and verbal.
- Commitment to Eva's guiding principles: Reflective, Learning Organization, Young People at the Centre, Relationship-Focused, Justice-Doing ([www.evas.ca/about-us/](http://www.evas.ca/about-us/))

## QUALIFICATIONS

- University degree specializing in Accounting and/or Finance, or equivalent work experience.
- CGA or CMA certification or equivalent specialty certification considered an asset.
- Minimum 2-3 years of relative experience in an office environment.
- Experience with monthly reconciliations and managing Accounts Payable ledger.
- Experience working with financial databases and financial analysis.

- Experience working for a community-based organization and/or vulnerable populations with an anti-oppression framework is highly desired.
- Demonstrated proficiency in MS Office Suite.

## APPLY

Submit a cover letter and resume in one document by **5:00pm on November 29, 2021** to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2021-89 Accounting Coordinator** in the title.

## CONDITIONS OF EMPLOYMENT

The City of Toronto has put in place a mandatory vaccination directive for City-funded shelters, and Eva's is obligated to comply with this legislation as per our funding agreement. In view of this, new Eva's employees are required to be fully vaccinated against COVID-19 as a condition of hire. New Eva's employees will be required to provide proof of full vaccination status to the People and Culture team via an upload in ADP upon been granted access. This information will remain confidential and will not be disclosed to Eva's staff or management. New Eva's employees will be entitled to reasonable accommodation in accordance with human rights legislation.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities, and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

Eva's has taken active steps to reduce the risk of transmission within our shelters, click here to learn what we are doing: <https://www.evas.ca/blog/covid-19-update/>

## LAND ACKNOWLEDGEMENT




We acknowledge the land we occupy is the traditional territory of many nations including the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississauga's of the Credit and the Williams Treaty signed with multiple Mississauga's and Chippewa bands.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.

**Eva’s Initiatives for Homeless Youth**

Administrative Office: 401 Richmond St W., Suite 245, Toronto, Ontario, M5V 3A8

Email [info@evas.ca](mailto:info@evas.ca) | Website [www.evas.ca](http://www.evas.ca)

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