

JOB POSTING
ACCOUNTING AND OPERATIONS COORDINATOR

THE ROLE

Are you looking for an opportunity to grow your accounting and administration skills while making a difference in the Hamilton community? We are looking for an organized and detail-oriented self-starter to support our finance and operations team with entry level accounting/bookkeeping and administration skills. Key responsibilities include

- processing grants
- accounts payable
- database input and maintenance
- general office management, including managing office supplies and equipment
- mail and courier service
- directing incoming calls

WHAT WE'RE LOOKING FOR

The Accounting and Operations Coordinator is an important member of the Foundation's finance and operations team. To be successful in this role, you need to be able to work well independently as well as with colleagues across the organization. You need good time management and organizational skills, as well as the ability to perform work with a high level of attention to detail and accuracy. You must also be a strong communicator and enjoy learning and performing a variety of tasks.

WHERE YOU ARE NOW:

Ideally, you have the following qualifications:

- A combination of education and experience related to entry level administration and accounting.
- Knowledge of the Hamilton community and its charitable landscape, or willingness to learn.
- Strong organizational and time management skills with attention to detail.
- Strong verbal communication skills.
- Proficiency with Microsoft Office with a focus on Excel and Word.
- Familiarity with computerized accounting systems.
- Database experience is an asset.

HAMILTON COMMUNITY FOUNDATION

Job type: permanent, full-time, hybrid work environment

Hours: 8:30 a.m. to 4:30 p.m.

Salary Range: \$36,000 to \$45,000, commensurate with experience, plus benefits. Throughout the process, we'll learn more about your skills and experience, which will help us determine your starting salary based on what you bring to the team.

APPLICATION INSTRUCTIONS

1. Deadline: Friday, September 30th, 2022.
2. Please submit your resume with cover letter to hcfjobs@pollinate.net and include in the subject line of the email "Accounting and Operations Coordinator". In your cover letter, please tell us why you would like to work for Hamilton Community Foundation.

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF)'s vision is a vibrant, inclusive Hamilton and has a mission to drive positive change by connecting people, ideas and resources. We do this by helping people give in a way that has meaning to them and impact in the community, providing grants and financing to charitable organizations and initiatives and bringing people together to address priority issues that affect Hamiltonians. Last year HCF gave almost 900 grants to over 300 charities, totalling \$13.2 million. We also provided loans of \$11.9 million to charities and non-profits across Hamilton.

HCF is part of a network of close to 200 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community most.

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

As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to HCF. You must acknowledge and agree to comply with any future COVID-19 vaccine policy requirements as an ongoing condition of employment at HCF.