

## Hiring –Financial Coordinator

Posted: May 16, 2018

Do you have a passion for finance and also believe in the importance of having fun in your work? Are you looking for a meaningful work environment where you can be a key member of the team providing financial support services internally to staff and externally to our clients? If so, your values are a match with ours and this might be the job for you!

Shared Value Solutions (SVS) is seeking a part-time Financial Coordinator experienced at working in a fast-paced environment. We are looking for a self-starter who is service-minded, can problem solve, communicate effectively, and work in a dynamic team setting.

SVS's office is located in Guelph, Ontario, Canada.

Salary and benefits are competitive and negotiable.

	<b>Financial Coordinator</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform a variety of basic accounting tasks in accordance with internal procedures</li> <li>• Accounts payable support such as processing payment of invoices, scheduling and preparing disbursements, and obtaining authorization of payments</li> <li>• Accounts receivable support such as preparing and mailing invoices and contacting clients to help resolve payment issues</li> <li>• Billing and collections follow-up phone calls</li> <li>• Financial Reporting such as compiling segments of monthly closings and annual reports</li> <li>• Use of Ajera financial management software and Microsoft Excel</li> <li>• Respond to customer inquiries, maintain good client relations and solve problems</li> <li>• Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying</li> <li>• Maintain all accounting ledgers by posting account transactions</li> <li>• Identify and resolve any accounting discrepancies</li> <li>• Maintain financial historical records by filing accounting documents</li> <li>• Maintain cash receipts journals</li> <li>• Have the Team's Back through communicating and working effectively with other team members to help ensure SVS's financial well-being</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• University Degree or College Diploma in finance/business administration or related field</li> <li>• 1-3 years of professional experience in Financial Coordination role or equivalent</li> <li>• High commitment to client satisfaction and doing good work</li> <li>• Previous accounts receivable and accounts payable experience</li> </ul>

- Excellent organizational skills
- Proven ability to think strategically and look for and suggest innovations
- Extensive Microsoft Excel skills are a must
- Experience using accounting software such as QuickBooks, Ajera, or Sage
- Strong attention to detail and ability to problem solve
- Strong data entry skills
- Ability to work effectively within a team environment
- Strong verbal and written communication skills

**Asset qualifications include:** Experience working in an environmental consulting company, working with Indigenous communities, marketing background

*Think you have other qualifications that we'd be interested in? Let us know!*

## Contact

Please send your resume via email to:  
Erin Knight, HR Manager  
[HR@sharedvaluesolutions.com](mailto:HR@sharedvaluesolutions.com)

## Timeline

We will continue to accept applications until we find the right candidate.

## About Shared Value Solutions

SVS is a growing consulting firm whose core business is in regulatory and Environmental Assessment support and strategy; oral history, land use and occupancy and archaeology studies; Aboriginal and private sector business partnerships; and community consultation and engagement.

We assist Indigenous and non-Indigenous communities and private sector companies in coming together to create shared value for all parties involved.

**Our mission is to “have fun, make money, do good, and do good work”.**

For more information: [www.sharedvaluesolutions.com](http://www.sharedvaluesolutions.com) and [www.facebook.com/SharedValueSolutions](https://www.facebook.com/SharedValueSolutions).

*Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.*