

Financial Coordinator (Permanent Part-time) - We offer flexible working hours, learning opportunities, and meaningful work.

We are a growing consulting firm based in Guelph, Ontario that offers its employees flexibility, excellent learning opportunities, and the ability to work with amazing people on a daily basis.

SVS staff have the autonomy and support to grow their careers in the direction they choose to help meet our collective mission of a land where all peoples can reach their full potential, share prosperity and uphold their rights. We are aligned in our commitment to doing good work in both our local and client communities, and we are known for our fun company culture and our commitment to providing excellent client service.

A few more key points about SVS:

- Our company is filled with individuals who like taking initiative and thinking outside of the box.
- We believe in creating shared value in every project we work on and we assist Indigenous and non-Indigenous communities and private sector companies in coming together to create shared value for all parties involved.
- We are a Certified B Corp – we believe business should be about making a difference and doing good for both people and places.

The Position: We're looking for a Financial Coordinator to fill a permanent Part-Time position. The pay range we're offering is competitive and negotiable.

- We offer flexible working arrangements.
- We have an incredibly unique company culture that allows us to shine positive lights on our failures and work in an environment where we can learn and grow together, all while doing meaningful work.

Requirements:

- University Degree or College Diploma in finance/business administration or related field
- 1-3 years of professional experience in Financial Coordination role or equivalent
- High commitment to client satisfaction and doing good work
- Previous accounts receivable and accounts payable experience
- 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

Responsibilities:

- Perform a variety of basic accounting tasks in accordance with internal procedures
- Accounts payable support such as processing payment of invoices, scheduling and preparing disbursements, and obtaining authorization of payments
- Accounts receivable support such as preparing and mailing invoices and contacting clients to help resolve payment issues
- Billing and collections follow-up phone calls
- Financial Reporting such as compiling segments of monthly closings and annual reports
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying
- Maintain all accounting ledgers by posting account transactions
- Identify and resolve any accounting discrepancies
- Maintain financial historical records by filing accounting documents
- Maintain cash receipts journals

Asset Qualifications: : Experience working in an environmental consulting company, working with Indigenous communities, marketing background

Let us know if you speak: French, Cree, Ojibway, Oji-Cree, Innu, or other languages that might be useful for this position.

We are on the traditional territory of the Attawandaron People. We honour the original ancestors of this land and also offer respect to our Haudenosaunee, Anishinaabe, Mississauga and Métis neighbours. We strive to be accountable by acknowledging this history and cultivating respect in our relationships with our Indigenous neighbours and the land.

We are located downtown Guelph and we are lucky to be close to public transit, restaurants, and parks.

Summing it Up - Why should you apply?

- Fun company culture
- Learning and career growth opportunities
- Flexible working hours
- Meaningful work
- Great coffee



In the spirit of reconciliation and diversity, we are committed to increasing our number of Indigenous employees. Please let us know in your application if you are First Nations, Metis or Inuit.

Send your application to: HR@sharedvaluesolutions.com