JOB TITLE: Financial Assistant, Making the Shift Inc.
TYPE OF POSITION: Contract – 3 months with possibility of renewal (starting February 1, ending April 30)
HOURS OF WORK: Part-time (up to 10 hours/week)
WAGES: $21.50/hour
LOCATION: This position may be working fully or partially remotely.

1. BASIC FUNCTIONS

Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab with a mandate to contribute to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization. MtS is co-led by the Canadian Observatory on Homelessness at York University and A Way Home Canada.

Reporting to the Senior Manager, Finance and Compliance (SMFC), the Financial Assistant will play a pivotal role in supporting the financial operations of Making the Shift Inc. as well as other reporting requirements.

2. MAJOR DUTIES

A) FINANCIAL

- Prepares payment and invoice requisitions.
- Completes biweekly payroll time sheets when required and submits in accordance with payroll deadline dates.
- Prepares accurate and timely Employee Transaction Forms (ETFs) for part-time staff, ensuring that contract end dates do not exceed the grant end date and prepares revised ETFs when required for approval.
- Reviews expense reports to ensure eligibility and compliance with York, granting agencies, and CRA’s policies and procedures before payment is issued.
- Prepares expense reports in Concur on behalf of external parties.
- Demonstrates functionality of Concur to MtS staff.
- Assists with annual review of the Financial Handbook and recommends necessary updates.
- Maintains accurate records and supporting documentation for expenditures and cash/in-kind contributions.
- Prepares journal entries in accordance with the York Finance guidelines.
- Provides support with year-end financial processes.
- Assists with preparation of the annual financial reports.
- Assists during annual audits, as required.

B) LEGAL

- Assists with drafting of the agreements or contracts between the Network and the partners/collaborators as well as letters of funding for approved research projects.

C) OTHER DUTIES AS ASSIGNED BY THE MANAGER
3. **QUALIFICATIONS**

**EDUCATIONAL REQUIREMENTS:** Current undergraduate York University student in accounting field.

**EXPERIENCE REQUIREMENTS:** A minimum of 1 years of recent related experience providing general and financial related administrative support. Knowledge of accounting principles. Experience in an educational, academic, non-profit environment or related research focused unit is an asset. Working knowledge in the interpretation of terms and conditions of grants/contracts.

**SKILLS:** Ability to work accurately, responsively, efficiently, and effectively both independently and as a part of a team. Excellent writing skills in English and ability to prepare reports, including financial reports, for various audiences. High level of initiative and self-directedness, strong problem-solving skills. Tact and diplomacy in interactions with internal and external contacts. Knowledge of University policies and procedures an asset.

**TECHNICAL SKILLS:** Proven knowledge and ability to use the following software applications: Excel and Word (at advanced level) and SharePoint. Working knowledge of York University’s financial software like Concur and eReports is an asset.

4. **PERSONAL AND PROFESSIONAL DEVELOPMENT:**

Over the course of their position with the MtS, students will learn:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the MtS.

- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the MtS.

- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

- **Focus on Stakeholder Needs:** Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.

- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

- **Organize:** Set priorities, monitor progress towards goals, and track details, data, information, and activities.

- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the MtS.

5. **APPLICATION PROCESS**

Your complete application package must include a cover letter, resume, and the names of at least 3 work/study related references. Please ensure that “Financial Assistant MtS” is quoted in the email subject line. Submit applications to makingtheshift@yorku.ca.

Posted on: January 20, 2022  
Closing Date: Posted until filled

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.