JOB TITLE: Financial Assistant, Making the Shift Inc.
TYPE OF POSITION: 1-year contact with possibility of renewal
HOURS OF WORK: Part-time (up to 25 hours/week)
SALARY: salary commensurate with experience
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 AWay 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:** 2 years post-secondary education with some finance, business administration, and project management courses or equivalent is an asset.

**EXPERIENCE REQUIREMENTS:** 3-5 years of recent accounting and administrative experience, preferably in an educational or non-profit environment.

**SKILLS:** Excellent oral and written communication skills to elicit and interpret information from a variety of sources; strong financial administration skills (bookkeeping and reporting); ability to work as a member of an inter-disciplinary team and independently to identify and accomplish project(s) objectives; high tolerance for ambiguity; self-directed and demonstrated initiative; excellent organizational skills, including ability to multitask, set priorities and meet deadlines; excellent attention to detail.

**Technical skills:** Excellent computer skills required - including Office365, zoom, electronic mail and scheduling applications. Proficient in Microsoft Office 365 suite including Word, PowerPoint, and SharePoint. Advanced knowledge of Microsoft Excel is required. Familiarity with York University’s online systems an asset (including CONCUR, e-Reports, HR Self-Serve, etc.). Experience with Zoom and associated hardware and software features.

**APPLICATION PROCESS**
Your complete application package must include a cover letter, resume, and the names of at least 3 work related references. Please submit applications to Victoria Morgan, vjmorgan@yorku.ca and ensure that Finance Assistant is quoted in the email subject line.

Posted on: March 22nd, 2023  
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.