



Position Description

Position	Department
Finance Assistant – Payables (entry-level)	Finance and Administration
Incumbent	Location
Currently staffed internally	Ottawa Office – Hybrid (4 days in the office, 1 day remote at home office)
Reports to	Date of Last Revision
VP, Administration and Finance Additional supervision from Finance Manager	November 26, 2024
Peers	Subordinates
Finance and Office Manager Payroll Administrator Finance Assistant – Receivables	None

POSITION OVERVIEW

This person will perform general clerical tasks in the Finance and Administration department, including mail opening, coding and distribution. This person will be trained to provide all tasks related to Payables and to provide redundancy for other finance or clerical functions when other staff members are unavailable. This position reports to the VP, Administration and Finance with additional supervision for in day-to-day assignments by the Finance Manager. **Candidates should apply in writing to Karen Fishwick, karen.fishwick@theefc.ca, with cover letter and resume.**

POSITION REQUIREMENTS

The person in this position must annually agree to and sign the EFC's statement of faith, be in agreement with the EFC's Objects, and sign and abide by a code of conduct and expectations of EFC employees. The person in this position is expected to uphold the organizational ends of the EFC as set by the EFC Board of Directors in fulfilling the Position Description.

EDUCATION

- Post-secondary education, preferably in administration or accounting, or equivalent combination of education and experience

CORE COMPETENCIES

The operational core competencies, which the candidate must demonstrate to be effective in this position, are listed below:

- Comfortable working in a technology-dependent environment, experience working with databases is an asset
- Proficient in Microsoft Office; knowledge of Microsoft Teams is an asset
- Attentive to detail and strong organizational skills; accomplishes tasks in an efficient and timely manner
- Good interpersonal and customer service skills to communicate effectively with staff and constituents
- Working knowledge of Financial Edge and Raiser’s Edge an asset; internal training provided
- Works well with a minimum of supervision and able to work with confidential information

RESPONSIBILITIES

Clerical Services:

Performs general clerical tasks for departments as required, including but not limited to:

- Prepares courier and postage items
- Answers phones as needed
- Opens and distributes mail (including scanning and emailing to remote employees as necessary)
- Donations: Creates batches, scans cheques, reconciles donations
- Performs donor lookups and adds new donors
- Updates database for returned mail (deceased, moved)

Finance Tasks:

- Compiles and enters Employee Expense details into template and verifies and collects backup receipts
- Compiles and enters Accounts Payable items, runs cash requirement reports for approval and prints cheques/sends EFT (Plooto) transfers
- Files electronic copies of Accounts Payable invoices
- Checks donation batches for accuracy. (Second person required to check due to separation of duties)
- Assists in annual audit
- Other finance tasks as required, with training provided