



## Student Association of George Brown Employment Opportunity

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**Position Title:** PT Finance Coordinator

**Position Type:** Part-time Contract

**Work Hours & Locations:** Online and in person  
between 9:00am-5:00pm

**Compensation:** \$60,740 prorated to 24 hours per  
week equivalency

- Step 4 Non-Union salary grid plus 4% vacation pay

**Reports To:** General Manager

**Period:** One-year contract

**Travel Require:** Yes

**Unionized/Non-unionized:** Non-  
unionized

**Application Deadline:** May 30, 2026

### **Position Overview:**

Reporting to the General Manager, the Finance Coordinator co leads and supports the Student Association's accounting practices and policies, book-keeping practices, budget planning and tracking, long-term financial planning strategies, accounts payable and receivable, payroll systems, banking and petty cash systems, preparation of bank reconciliations as well as month- and year-end reports, governments remittances and benefits administration.

The Finance Coordinator works collaboratively with the Senior Finance Coordinator and the Sr. Internal Coordinator. In addition, the coordinator must work closely with the managers for department operational oversight.

The ideal candidate has strong work ethics who values inclusivity, honesty, accountability, transparency and accuracy.

### **Duties and Responsibilities (will include but not limited to):**

#### *Financial Management*

- Support the monitoring of the organization's annual budget, in consultation with the General Manager and collaboratively with the Sr. Finance Coordinator.
- Provide when required reports for the Operation Committee on budget analysis, financial and investment statements
- Ensure effective financial planning, accountability and administration by assisting in budget development,
- monitor and evaluate procedures and controls, and provide recommendations to the General Manager

#### *Budgeting:*

- Review monthly departmental cash flow and budget and provide YTD reports

#### *Financial Reporting:*

- Prepare month-end financial statements using fund-accounting models, including presentation of balance sheet, income statement, summary statement of Operations, etc.
- Prepare cash flow analysis in conjunction with YTD financial statements in coordination with the Sr Finance Coordinator.



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### *Annual Audit:*

- In conjunction with the SR Finance Coordinator, assist with the year-end audit process including preparation of all audit materials (reconciliations, accounting schedules, working papers) and data analysis
- Liaise with external financial bodies, auditors, and any others with an interest in the financial operations of the SA. This includes our payroll service company and departments of George Brown Polytechnic.

### *Accounting, Book-keeping & Payroll:*

- Be prepared to process accounts receivable and accounts payable
- Conduct and complete accounting data-entry daily to ensure our book-keeping is always up to date
- Process human resource information in compliance with policies and government remittance requirements
- Effectively administer payroll services for a staff team of over 100 employees (full and part-time)
- Prepare month-end financial statements using fund-accounting models, including presentation of balance sheet, income statement, summary statement of operations, etc.
- In conjunction with the Operation Manager, prepare tenant invoicing and track payables providing monthly reports to vendors/tenants
- Invoicing and receipt payments ensuring that information is reflected in report
- In coordination with the Sr Finance Coordinator ensure the processing of accounts payable and accounts payable
- Maintain updated HST deductions and report quarterly.

### *Other:*

- Assess risk factors and report to the GM any proposed mitigation strategies
- Support the management of the non-cash (gift cards) inventory system
- Submit and or enter workplan in advance
- Support the annual preparation of the commercial insurance application and reporting process
- Establish and maintain positive relationships with all SA staff, and elected members.
- Participate in relevant SA committee meetings, as required.
- Participate in professional development and team building activities as directed.

### **Performance Measurables:**

- ✓ Maintain exceptional attendance and regular hours of work.
- ✓ Pays attention to details and consistently demonstrate commitment to accuracy and quality.
- ✓ Establish and maintain a positive, professional and interactive working relationship with the SA Staff, Student Executives and Board members
- ✓ Monitor SA Policies & Procedures, ensure adherence.
- ✓ Accurate and timely support payroll function as required
- ✓ Complete accurate and on time month end and year end reconciliation statements
- ✓ Accurate Accounts Payable/Receivable processing with accuracy in transactions



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### **Required Skills & Experience:**

- A post-secondary degree, diploma or equivalent in accounting is required.
  - Minimum 3 experience in finance, or and organization accounting departments
  - CPA and Payroll Association certification, a requirement
  - Experience and a proven track record in financial administration and accounting, demonstrating increasing levels of responsibility, with experience in non-profit organizations, preferably in a post-secondary environment
  - CPA and payroll association certification a requirement
  - Sound knowledge of generally accepted accounting principles and practices (GAAP)
  - Superior financial management skills, with expertise in financial statement preparation
  - Strong working knowledge of computerized accounting software (QuickBooks, Excel, Concur, Vend, etc.)
  - Strong verbal and written communication skills
  - Strong competency in MS Word, Excel, Outlook, and PowerPoint
  - Criminal record check is necessary at the candidate's expense
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### **How to Apply:**

Interested applicants, please submit a PDF version of their cover letter AND résumé to: [hr@sgbc.ca](mailto:hr@sgbc.ca) Subject line: <your name>: PT Finance Coordinator Application

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.

We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted. Interviews will take place during the time of posting until position is filled.

**Student Association Vision:** Students are empowered to influence a just world.

**Mission Statement:** We are committed to supporting each other and the students of George Brown College in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

**Commitment to Equity:** The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.