

Finance Assistant (Part-Time; 8 hours per week)

About Us

Ophea (www.ophea.net) is a charity (based out of Toronto) that believes schools are an important place where students learn healthy habits that stay with them throughout their lives. Ophea works closely with educators working across Ontario's 72 English and French school boards to ensure the health and well-being of all students remains top of mind. This includes offering programs and services across a variety of health topics including physical activity, concussions, healthy eating, mental health, and many more.

What's It Like to Work for Ophea?

Ophea believes a healthy staff is a productive staff. For this position, we offer flexibility on preferred:

- Work arrangement (remote or hybrid work options available depending on different circumstances)
- Workday(s) and working hours

Who Are We Looking For?

Ophea values having a team that represents the diversity of the educators and children and youth we support. We know that different facets of people's identities – such as race, gender identity, ability, socioeconomic status, sexual orientation – play a significant role in their lived experiences and we welcome and encourage all applicants to share with us who they are and what they can offer to help us realize our vision for Ontario's students.

Don't meet every single requirement? Studies have shown that some people are less likely to apply for positions unless they meet every single qualification. If you're excited about this opportunity but your past experience doesn't align perfectly with every qualification in this posting, we encourage you to apply anyways. You may be just the right candidate.

Role Summary

Reporting to our Manager of Finance and Administration, Ophea is looking for a part-time (8 hours per week) Finance Assistant to support day-to-day finance and general administrative tasks.

Sample tasks for this position include:

- Processing invoices and expense claims in QuickBooks accounting software.

- Supporting direct deposit process (e.g., email receipts to vendors) and organizational credit card transactions.
- Preparing monthly journal entries, bank reconciliations, and financial reports.
- Assisting with annual financial audit.

This is a part-time position (8 hours per week) starting in January/February 2024 (to be negotiated with successful candidate) for \$20/hour.

Knowledge (formal education or general knowledge):

- College or University degree (or pursuing degree) in Business/Accounting or related field.
- Experience with QuickBooks and Microsoft Excel software is an asset.

Skills & Experience:

- 6 months - 2 years experience in a finance role
- Motivated individual with a willingness to learn.
- Strong problem-solving skills.
- Positive attitude.

Application Process

To apply for this position, please complete an online application form available at:
<https://ophea.net/about-us/careers>

We will be accepting applications until the position is filled so don't delay in applying if interested.

Please Note:

Ophea is currently only considering applicants residing in Ontario.

Only those candidates selected for an interview will be contacted.

Ophea is committed to removing barriers and providing accommodation to all applicants and employees. If contacted in relation to an employment opportunity, please advise our HR representative of the accommodation required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.