

Finance Assistant (Part-Time; 1 day/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

Role Summary

Reporting to our Manager of Finance, Ophea is looking for a part-time (1 day; 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.
- 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 (1 day per week) starting in October/November 2022 (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.

Note:

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. At Ophea, we are dedicated to building a diverse, inclusive, and authentic workplace, so 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.

Application Process

- To apply for this position, please email a brief summary of your financial background (around 250 words; no formal cover letter required) and your resume to **hr@ophea.org** with the subject title 'Finance Assistant'.
- We will be accepting applications until the position is filled so don't delay in applying if interested.

Please Note:

- 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.