



Financial Administrator

The Financial Administrator will be an integral part of the on-site staff team at Abbey Gardens. This position is to work on site, based in the Food Hub. Working with the staff team, this individual will support the financial record keeping for our organization as a whole.

Primary Responsibilities:

- Payroll - setting up, issuing ROEs and T4s, annual report and reconciliation to CRA
- bill payment and recording
- tracking all government claims (WSIB, Rev. Can, etc.)
- financial reporting for all grants (Trillium, HCDC, Local Food Fund...)
- petty cash and banking
- invoicing customers
- support to the finance committee
- dealing with Bell and Hydro
- issuing charitable receipts
- managing the audit
- filing and record keeping
- managing the PayPal account
- reconciling the bank account
- managing the credit card
- ensuring regular back-ups of the books and maintenance of the financial records
- some administrative tasks as time allows

Support to Operations Director:

- budgeting – providing feedback, technical help in checking spreadsheets, etc. for our internal budget and for all grants and partnerships
- managing cash flow

Qualifications:

- Expertise with QuikBooks Software
- CGA or equivalent designation or relevant practical experience

Hours:

This position will be on-site at Abbey Gardens. 20-24 hours/week Monday-Friday. Some flexibility in scheduling.

Applications:

If you have questions or would like to submit a resume, please direct them to Heather Reid heather@abbeygardens.ca on or before August 30.