

Position: Finance Administrator

The Finance Administrator reporting to the Senior Manager of Finance and Administration will execute the following responsibilities and other duties as assigned on behalf of Renewed Computer Technologies – Ontario (RCT) and demonstrate achievements and competencies in the following components of the job described below:

**Main Responsibilities:**

The Finance Administrator will be responsible for performing accounting assignments for the RCT suite of programs, including transaction processing and reconciliations, tabulating financial and statistical data, gathering and verifying information from various sources

**Accounting & Financial Administration**

- Assists in the quarterly preparation of funding financial claims
- Assists in the preparation of the Quarterly Progress and Annual Reports for funders on distribution and donation activities
- Assists in the preparation of weekly, monthly, quarterly, semi-annual, and annual analysis reports, including but not limited to revenue, equipment donations, electronic waste and reuse
- Prepares and submits invoices to third-party vendors for equipment recycling and reuse
- Processes and reconciles customer payments, including electronic payments and prepares bi-weekly bank deposits
- Prepares, processes, and reconciles all Prepayment and Deferred Revenue transactions monthly
- Prepares and posts charge-backs and reconciles inter-program transactions
- Verifies and posts vendor invoices in preparation for cheque issuance
- Reconciles bank accounts, including Moneris transactions to the General Ledger
- Prepares and posts month-end journal entries, including payroll and inventory
- Performs monthly analysis and reconciliation of general ledger and sub-ledger accounts
- Performs detailed analysis of youth bi-weekly payroll expenditures and hours worked
- Prepares monthly, quarterly, and annual statutory payments and returns, including the reconciliation of HST, WSIB, and EHT.
- Liaises with customers and the S&M team to resolve issues of non-payment and send out reminders as necessary
- Prepares purchase orders for purchased ICT inventory for the Operations team
- Compiles Donations data (detailing reports) for valuation and tax receipt calculation and issuance
- Analyses and balances information and transactions to verify accuracy, reasonability, and completeness
- Assists in monthly, quarterly, and year-end financial book closings
- Participates in the year-end financial statement reporting and audit process
- Assists with data collection for compliance audits, as necessary
- Coordinates with departmental and inter-departmental staff to resolve outstanding accounting issues
- Additional duties and special projects, as assigned

**Qualifications:**

- Completion of a Bachelor's degree in Finance
- Must have a minimum of 4-5 years progressive experience working in Finance
- Demonstrated experience analyzing and interpreting financial data
- Prior experience working in a non-profit organization
- Must be proficient in MS Office suite of programs and accounting applications, specifically Sage 300 ERP
- Willing to work in a high-volume, fast-paced environment



- Excellent interpersonal, oral and written communication skills
- Excellent organizational and time management skills

RCT is an equal-opportunity employer and embraces inclusion and diversity in the workplace. Only candidates that will be invited for an interview will be contacted.

Apply by sending a cover letter and resume to [jharvey@rcto.ca](mailto:jharvey@rcto.ca) no later than October 5, 2023

Salary between \$42,000.00 and \$46,000.00 depending on experience.