



# FINANCE & PROJECTS COORDINATOR

Temporary Full-Time (6-Month Contract)

## Role Description

Reporting to the Financial Controller, the **Finance & Projects Coordinator** will primarily be responsible supporting the Finance team coordinate financial project activities, schedules, and reporting while providing overall logistical support to the organization's financial objectives.

The ideal candidate demonstrates a high attention to detail with an ability to identify opportunities for improvement. They understand the organization's overall needs and objectives and can work cross-functionally to manage various projects.

## Work Environment

Though ALS Canada is currently working remotely, this is a hybrid role and may involve in-person work as appropriate and given recommendations by relevant health authorities.

## What You Will Do:

### Accounting Support

- Support the Finance and Equipment teams with assistance in month end duties, preparation and input of journal entries as directed, revenue and cost analysis and various reconciliations as directed.
- Assist with annual audit, government compliance requirements and external and internal reporting as directed
- Assist in the completion of the finance tasks for the organization's operational budget and operating forecasts (as needed) including but not limited to the input of budget and forecast data to the financial reporting system and the creation and design of templates necessary for the collection of data for the organization.
- Provide administrative support to the Finance team, acting as a backup during staff absences supporting various tasks and team members as required.

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2020

## System / Project Management and Implementation

- Responsible for the project management and implementation of various business projects within the organization, many of which have financial implications, that are designed to increase automation and efficiency.
- Provide logistical support to other system project teams, for example for CRM and Case Management systems, providing support including but limited to scheduling team meetings, following up on scheduled tasks by team members, highlighting deliverables and issues and escalating as required
- Track project plan on all projects to baseline against time constraints suggesting adjustments to the plan as required
- Provide status updates and reports for all internal and external stakeholders regularly on all projects
- Prepare documentation for all process and procedure changes resulting from system / project conversions and enhancements.
- Identify risks that would impact the delivery of any and all projects
- Act as point of contact for third party vendors for projects as needed.
- Support the development of training modules for the staff team, develop train the trainer videos when feasible

## Administrative Support

- Attend events on behalf of ALS Canada as an ambassador as required
- Other duties as required

## What we are looking for:

- Completion of post-secondary degree/ diploma or equivalent relevant work experience
- 2-3 years of working experience in a related area with, previous experience in accounting and/or finance environment required desired or equivalent theoretical knowledge
- Recent CPA graduate or enrollment in CPA qualification program working toward certification
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Experience with computer accounting systems and relevant software applications, with an ability and willingness to learn new computing applications
- Strong proficiency in MS Office
- Exceptional organization, communication, and interpersonal skills
- Excellent time management with the ability to take initiative and respond to directed tasks
- Ability to maintain accurate, timely and complete documentation and electronic records for each event/program
- Ability to work both independently and in a team setting
- Strong interpersonal and project management skills
- Ability to be flexible, prioritizing tasks based on organizational need
- Ability to build successful working relationships with internal and external partners
- Discretion, compassion, and emotional resilience

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Temporary Full-Time

## *Preferred*

- Previous experience and knowledge of CRM system and databases and cloud based financial reporting software a strong asset
- Previous project management experience and familiarity with project management tools and methods and asset
- Experience working at a health charity or working with individuals with a terminal illness
- French/ English Bilingualism an asset

## **Apply Today!**

Submit a cover letter and resume in pdf format [jobs@als.ca](mailto:jobs@als.ca). Please be sure to indicate the job title in the email subject. Applications will be reviewed on an ongoing basis until the position is filled.

ALS Canada would like to thank all applicants for their interest; however only those selected for an interview will be contacted.

## **Why join ALS Canada?**

A charitable organization that lives its values of accountability, collaboration, compassion, integrity, resiliency and respect, ALS Canada works with the ALS community to improve the lives of people affected by amyotrophic lateral sclerosis through support, advocacy and investment in research for a future without ALS. Fully funded by donors, we were fortunate to benefit from the generosity of Canadians during the Ice Bucket Challenge of 2014, and are now focused on implementing our 2018 to 2023 strategic plan in support of the following long-term impacts: people affected by ALS receive the best possible standard of care; more treatments are available to improve quality of life and extend lifespan; and people are empowered to make informed decisions about ALS.

Our world is challenging. The people we serve are dealing with a devastating illness. But in the midst of it, their resiliency and spirit is remarkable and moving. You will be touched by the community and will find a way to naturally and effectively engage.

**ALS Canada is committed to accommodating the individual needs of job candidates, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), ALS Canada is committed to accommodating applicants with disabilities within our recruitment processes. Please contact the HR department at [jobs@als.ca](mailto:jobs@als.ca) if you require an accommodation during the recruitment process.**

**ALS Canada is committed to being an equitable employer, we strongly encourage people from equity seeking groups to apply.**