



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/12/07

Finance Coordinator

Job ID	E8-AA-94-C9-C3-F4	
Web Address	https://careers.indigenous.link/viewjob?jobname=E8-AA-94-C9-C3-F4	
Company	Ontario Institute For Cancer Research	
Location	Toronto, Ontario	
Date Posted	From: 2024-08-06	To: 2025-02-02
Job	Type: Full-time	Category: Finance
Languages	English	

Description

About OICR

OICR is Ontario's cancer research institute. We bring together people from across the province and around the world to improve the lives of everyone affected by cancer. We take on the biggest challenges in cancer research and deliver real-world solutions to find cancer earlier and treat it more effectively. We are committed to helping people living with cancer, as well as future generations, live longer and healthier lives.

Launched in December 2005, OICR is an independent institute funded by the Government of Ontario through the Ministry of Colleges and Universities.

Job Details

Position: Finance Coordinator

Location: MaRS Centre, Toronto

Department: Finance

Reports To: Manager, Financial Operations

Salary: Commensurate with level of experience; total compensation includes a competitive benefits plan, plus a defined benefit pension plan (HOOPP)

Hours: 35 hours/week

Job Type: Hybrid

Status: Full-time, Permanent

Position Summary

The Ontario Institute for Cancer Research (OICR) is seeking a Finance Coordinator to join the Finance team.

Position Responsibilities

Processing invoices and claims:

To verify and record invoices (including foreign payments) received in the Finance department.

To review supplier statements and ensure that all accounts are up to date, report on accounts with high risk due to late payment.

To verify and record request for reimbursement of expenses received in the Finance department; ensuring that they are in line with financial regulations and policies.

To ensure that all invoices, expense claims, cheques, etc. are appropriately coded and approved in accordance with OICR's financial regulations.

To provide advice to staff on financial policies and procedures in relation to invoice processing and reimbursement of expenses.

To follow relevant policies, procedures and processes and recommend improvements and best practices to maintain a strong internal control framework and ensure the accurate reporting of financial transactions.

To identify purchase invoices to be prepaid as well as those to be self-assessed for HST and book journal entry on monthly basis after updating the self-assessment and prepaid set up workbooks.

To assist with general ledger reconciliations as assigned (e.g., bank accounts, received not vouchered accounts, etc.)

Weekly EFT runs:

To process weekly EFT/Wire payments, ensuring there is sufficient funds in the main bank account to cover payments.

To set-up all EFT payments in CAD, USD and other foreign currencies.

To resolve queries resulting from invoice processing and payments in a timely manner.

To update and maintain financial systems documentation and filing.

Reconciliation of assigned balance sheet and supplier accounts:

To manage all back-end administration related to OICR corporate procurement card (p-card) process including, but not limited to submission of p-card expense reconciliations, ensuring expense reports and credit card billings agree.

To follow-up directly with p-card users on discrepancies noted in reconciliations.

To prepare journal entry for p-card processing and ensure appropriate tax amounts are booked.

To ensure timely payments to Visa Desjardins for p-card transactions; and to follow-up with staff for refunds of ineligible expenses on p-card statements.

To reconcile Roger's.

Provide support in planning and delivering month-end and year-end requirements:

To perform AP monthly close.

Participate in the year-end financial statement reporting and audit process to deliver working papers and supporting documents to the external auditors.

Qualifications

Completion of a 2-year community college program in accounting or recognized equivalent required.

Basic bookkeeping/accounting skills.

Knowledge about working with computerized accounting systems.

Strong computer skills in MS Office, Word, Excel and Outlook.

For more information about OICR, please visit the website at www.oicr.on.ca.

To learn more about working at OICR, visit our career page.

POSTED DATE: August 6, 2024

CLOSING DATE: Until Filled

How to Apply

Click "Apply now"

If you are interested in being considered for this position, please go to the job link above and click on "Apply" at the bottom of the page.

OICR is committed to fostering a climate of equity, diversity, inclusion, and accessibility. This commitment is central to, and mutually supportive of, our research excellence mandate. We welcome and respect the diversity of all members of our community and we support an inclusive culture for all. We welcome all applicants, and encourage applications from racialized persons, Indigenous Peoples, women, persons with disabilities, LGBTQ2S persons, and others who may contribute to furthering a diversity of ideas within our community. OICR is committed to fair assessment of a candidate's abilities, and consideration for diversity of thought, method, and experience. Providing an accessible workplace and recruitment process is important to us, as described in our Accessibility Plan (<https://oicr.on.ca/accessibility/>). Should you require accommodation during any stage in the recruitment process, please complete the form at the bottom of page <https://oicr.on.ca/careers/>. Information received related to accommodation will be handled confidentially.

Resume Format: If you elect to apply, please click on the "Apply for this Job" button below. You will be required to enter contact details, and to attach your resume to your application. Please attach your resume as a .pdf or .doc file.

The Ontario Institute for Cancer Research thanks all applicants. However, only those under consideration will be contacted.