

Specialist, Finance

Full time, Temporary (Immediate start, ending March 2024)

eCampusOntario

eCampusOntario is a provincially funded non-profit organization that leads a consortium of the province's 53 publicly funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

Specialist, Finance

Position Summary

The Specialist, Finance will be responsible for providing financial and administrative support which includes processing accounts payable, accounts receivable, processing monthly bank and general ledger reconciliations, processing journal entries and internal reporting, assisting with the procurement process, providing backup support to the Operations Controller, Finance, and other ad-hoc duties as required.

Accountabilities, Duties and Responsibilities

Finance

- Responsible for accounting operations related to processing daily accounts payable, receivable, and credit card transactions, monthly bank reconciliations, general ledger reconciliations and journal entries.
- Responsible for maintaining the accuracy of the general ledger, posting expenditures (Accounts Payable), preparing financial statements, reconciliations, and reporting, supporting business units in understanding budgets and budget variances.

- Responsible for leading month-end, quarter-end, and year-end accounting processes including preparing general ledger journal entries, account analysis, bank/credit card reconciliations.
- Maintain a system of controls over accounting transactions.
- Ensure compliance with written financial policies and procedures.
- Assist with the annual external audit process including preparation of working papers.
- Assist with monthly, quarterly and annual financial reporting.
- Support the annual budgeting processes.
- Assists with ad-hoc requests to support the team.

Procurement

- Assists eCampusOntario's procurement activities, including writing Expressions Of Interest (EOI), Requests For Proposals (RFP), Requests For Quotes (RFQ) and vendor communications.
- Assist in ensuring the procurement of goods and services is managed effectively and in accordance with the Broader Public Sector (BPS) Accountability Act and the BPS Procurement Directive.
- Participate in drafting, reviewing and updating procurement policies and procedures.
- Other duties as assigned.

Education, Professional Designations and Development

- Bachelor's degree required, preferably in the areas of Accounting, Finance, or Business Administration.
- CPA Designation, or in final stages of obtaining, required.

Experience

- Three (3) or more years of experience in financial accounting.
- Solid understanding of Canadian accounting standards and practices, analysis, and reporting
- Non-profit experience considered an asset.
- Procurement experience is considered an asset.
- Knowledge of the post-secondary education sector in Ontario an asset.



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Skills

- Proficiency with accounting software such as QuickBooks, Sage, Great Plains, NetSuite or other ERP systems.
- Advanced Skills in Microsoft Word, PowerPoint, Excel and Outlook.
- Solid understanding of a chart of accounts and impact of incorrect coding of payments
- Strong interpersonal, problem solving, and organizational skills.
- Strong communication skills (both oral and written).
- Strong attention to detail, high degree of accuracy in all work, and commitment to quality.
- Ability to handle large volumes of transactions.
- Ability to work well under pressure and meet deadlines.
- Ability to establish and maintain effective working relationships with colleagues, partners and vendors.
- Ability to work independently and function as part of a small team.
- Strong sense of confidentiality, professionalism, tact, diplomacy, and good judgement.
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion with the ability to communicate and work effectively with diverse peoples.

Application Process

Candidates are invited to email us at talent@ecampusontario.ca (subject **Specialist Finance** with a Cover Letter and Resume attached as a **single PDF file**, titled "**Last Name, First Name.pdf**").

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

Posting closes **Monday, April 3 at 11:59PM EST**. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

Equity, Decolonization, Diversity and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

The logo for eCampusOntario features the word "ecampus" in a lowercase, sans-serif font, with "Ontario" in a smaller, uppercase, sans-serif font directly below it. The text is positioned to the left of a large, orange, parallelogram-shaped graphic that slants to the right.

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Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact talent@ecampusontario.ca

Hybrid Work Model

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities.

For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>