Assistant Director of Finance – Part-Time
Position: Assistant Director of Finance
Employment Type: Part-Time
Hours: 14–21 hours per week
Hourly Rate: $35 - $37 per hour
Reports To: Director of Finance
Department: Finance
Location: Windsor, Ontario

Position Summary
The Assistant Director of Finance provides senior-level support to the Director of Finance in managing the organization's financial operations. This position assists with accounting, financial reporting, budgeting, funding administration, payroll support, audit preparation, internal controls, and compliance.
The successful candidate will work closely with the Director of Finance and Finance team to ensure financial information is accurate, timely, properly documented, and compliant with organizational policies, funding agreements, and applicable requirements.
This is a part-time position suited to an experienced finance professional who is organized, detail-oriented, able to work independently, and comfortable working in a nonprofit environment.

Key Responsibilities

Financial Operations:

- Assist with day-to-day financial operations and accounting activities, ensuring transactions are processed accurately, timely, and in accordance with established policies and procedures.
- Review accounting transactions and supporting documentation for accuracy, completeness, appropriate authorization, and proper financial coding.
- Assist with accounts payable, accounts receivable, bank reconciliations, journal entries, and general ledger activities to maintain accurate and up-to-date financial records.
- Monitor financial transactions to ensure expenses are properly allocated to the appropriate program, department, account, and funding source.
- Identify discrepancies, unusual transactions, or missing documentation and bring financial concerns to the attention of the Director of Finance in a timely manner.

Financial Reporting, Analysis and Budgeting:

- Assist with monthly and quarterly financial reporting, including preparing financial schedules, reconciliations, and supporting documentation.
- Prepare budget-to-actual reports and variance analysis and identify significant variances or financial trends that require management attention.
- Assist with annual and program-specific budget preparation by compiling financial information and supporting budget projections.
- Monitor program spending against approved budgets and communicate potential overspending, underspending, or funding pressures.
- Assist with financial forecasting and cash flow monitoring to support effective financial planning and decision-making.
- Prepare financial information for management and Board reporting as directed by the Director of Finance.

Grant and Funding Administration:

- Assist with financial reporting and claims for government-funded and other programs, ensuring expenditures are properly supported and reported within required timelines.
- Monitor program expenditures against approved funding agreements and budgets to help ensure compliance with funding requirements.
- Review expenses for eligibility and appropriate documentation and identify items requiring clarification or correction.
- Maintain accurate financial records and supporting documentation for funded programs to support reporting, monitoring, and audit requirements.
- Assist with tracking funding revenues, expenditures, carry-forwards, and outstanding claims and provide updates to the Director of Finance as required.

Internal Controls and Compliance:

- Support the implementation and maintenance of financial policies and internal controls to protect organizational assets and ensure accurate financial reporting.
- Review transactions for appropriate authorization and supporting documentation in accordance with established approval procedures.
- Assist with monitoring credit card, petty cash, purchasing, and expense reimbursement processes to ensure proper controls are followed.
- Assist with CRA, HST/GST, payroll, and other financial compliance requirements and maintain appropriate supporting documentation.
- Identify potential financial risks or control issues and bring them to the Director of Finance's attention promptly.
- Maintain confidentiality of financial, employee, client, payroll, and organizational information.

Payroll and Year-End Support:

- Provide backup support for payroll processing and payroll-related reconciliations to ensure accurate and timely payroll activities.
- Assist with payroll reporting and remittances and review payroll-related financial information for accuracy.
- Assist with year-end payroll reporting, including T4 and T4A preparation, as well as related reconciliations and supporting documentation.
- Assist with year-end closing procedures including account reconciliations, adjusting entries, and preparation of audit working papers.

Audit and External Reporting:

- Assist with preparing schedules, reconciliations, and supporting documentation for the annual financial audit.
- Coordinate financial information requested by external auditors through the Director of Finance and assist with responding to routine audit inquiries.
- Assist with government and funder financial reporting and ensure reported financial information is supported by the organization's accounting records.
- Maintain organized and audit-ready financial records throughout the year.

Finance Team Support:

- Provide guidance and support to Finance staff on accounting procedures, financial processes, and internal controls.
- Assist with reviewing Finance-related work, including reconciliations, accounting entries, financial schedules, and funding claims, as assigned by the Director of Finance.
- Provide backup support during Finance staff absences to maintain continuity of essential financial operations.
- Assist with meeting Finance deadlines and maintaining accurate records by coordinating assigned tasks and communicating potential issues promptly.
- Support the Director of Finance with special projects, process improvements, system implementation, and other financial initiatives as required.
- Perform other finance-related duties as assigned by the Director of Finance, consistent with the scope and level of the position.

Qualifications:

- Post-secondary education in Accounting, Finance, Business Administration, or a related field.
- CPA designation or progress toward a CPA designation is an asset.
- Minimum 3 years of progressively responsible accounting or finance experience.
- Nonprofit or charitable sector experience is an asset.
- Strong knowledge of accounting principles, financial reporting, budgeting, and internal controls.
- Experience with Sage 50 or similar accounting software.

Skills and Competencies:

- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Ability to manage multiple deadlines and priorities.
- Strong analytical and problem-solving skills.
- Ability to work independently with minimal supervision.
- Professional judgment and discretion when handling confidential information.
- Strong written and verbal communication skills.
- Ability to identify financial risks and communicate concerns promptly.
- Commitment to the organization's mission and nonprofit values.

How to Apply:

- Submit your cover letter and resume to alejandrov@westofwindsor.com

WEST of Windsor Inc. values diversity and encourages all qualified individuals to apply.

- Only Candidates selected for an interview will be contacted.