We are the leading environmental charity in London and we need your skills to support our programs and projects as they grow and to keep our office finely tuned. Bring your financial, administrative and organizational skills, and add your fuel to our fire.

ReForest London is a registered charity determined to make our community better through the many environmental and human health benefits of trees. We work to get more trees planted in all corners of our city, in parks, in yards, in schools and at businesses. We are also creating London’s first Environment and Sustainability Centre by restoring historic buildings at our unique and beautiful site. While we are a small team, we are energetic, passionate and we punch above our weight. Our workplace and workstyle is flexible. Staff members are accountable for outcomes and enjoy a lot of freedom in how to achieve them.

**Position Summary**

The position is administrative in nature and will support several core functions of the organization. The main areas of responsibility are:

- Financial administration (this is a main focus area)
- Office and Facilities Management
- HR administrative support
- Supporting the ED and the Board of Directors

Keeping our financial management and control systems accurate, robust and timely is the top goal. Bookkeeping is done by an external service that you will manage. The position is responsible for all financial reporting, including quarterly statements to the Board and program reports as needed by program managers. The role also manages our HST calculations and remittances, and the capitalization of our growing assets. Annually, you are the main liaison with our external financial auditor, providing accounting evidence and explanations, as well as implementing recommendations.

The role also keeps our office and our site running smoothly by ensuring proper procedures and supplies are in place, and by managing external service providers such as cleaning, alarm, and security services.

You will interact regularly with every member of our small team. You will work closely with, and report to, the Executive Director. Your good humour, team focus, and passion for our environmental mission will see you through the highs and lows of our non-profit world. You will also deal with outside service contractors, Board Directors and other volunteers, making your professionalism and friendly attitude key to your success.

This is a full time, permanent position with a salary range of $20.50-$22.00/hour with two weeks of paid vacation per year. Our work week is 37.5 hours. You also receive additional paid leave between Christmas and New Year as we close the office. We are a flexible workplace. If
this position is right up your alley and you need an adjustment to daily working hours, or really only want 4 days/week, we should still talk.

Competencies

The ideal candidate will:

- Make this role a game-changer for the Executive Director by being a critical thinker, an excellent judge of issues and a problem solver
- Have excellent financial and analytical skills which allow you to design and manage our internal processes for financial tracking, analysis and reporting
- Love keeping processes and documentation highly organized and functioning easily
- Be happy to undertake, and not stressed out by, any new tasks and challenges that inevitably arise
- Have demonstrated diligence and attention to detail
- Exceptional organizational, time management and project management skills
- Enjoy office potlucks (well, we will have these again eventually)

Qualifications

Required:
- Proven financial administration abilities
- Two years’ practical experience executing multiple office support processes
- Experience with accounting software (QuickBooks, Sage, etc.)
- Advanced proficiency with Excel

Preferred:
- A degree or diploma in administrative studies, finance, office management, or related field
- Experience within a non-profit organization, especially non-profit accounting
- Management of facilities and contractors
- Experience as a volunteer

Application Process

If you are the awesome energetic new team member we are looking for, please send a cover letter and resume in PDF or Word format, together in one file, to Dean Sheppard at resumes@reforestlondon.ca by noon Friday September 11, 2020. Please include “Office Manager” in the subject line.

Your cover letter should illustrate why you are a great fit for this role. Tell us what we can’t see on your resume that makes you the next great member of our team. Your resume should be clear on the skills you have and the activities you have experience with. All email submissions will be acknowledged as received, but only those considered for an interview will be contacted thereafter.