



Job Posting Finance Assistant (Internship)

About ReForest London:

ReForest London (RFL) is a small but mighty non-profit organization with a vision to see our community thriving in a healthy urban forest. We're on a mission to enhance environmental and human health in the Forest City by inspiring, educating, and empowering Londoners to plant and care for trees and to be part of a sustainability-focused future.

Overview of the Finance Assistant Position:

We are currently seeking an enthusiastic and fast-learning candidate who is eager to put their strong financial skills to use for the benefit of the environment. The ideal candidate has an educational and experience-based background in bookkeeping, accounting, or finance, and is able to adapt to new programs and systems quickly. They are detailed oriented, well-organized, and gain satisfaction from helping an organization run smoothly.

This is a full-time (37.5 hours / week), 8 month contract position paid at \$20/hr, with a negotiable start date between Dec. 1, 2021 and Jan. 3, 2022. The Finance Assistant will report to our Finance and Business Support Manager.

Please note that this position is contingent upon funding.

Key Responsibilities:

- Assist with monthly reconciliations, including bank account and electronic channels such as PayPal, Canada Helps and Square
- Work with our external bookkeeper to make bi-weekly deposits and produce cheques
- Ensure consistent and effective management of electronic handling and coding of payables to make it easier for program staff and more efficient for finance staff
- Review and refine written guidance and procedures to support program staff in financial processes such as requesting payments, creating receivables, and applying correct account codings
- Produce quarterly profit/loss reports for staff and work with staff to understand and improve their reports
- Assist staff with identifying revenue to be deferred to next year, according to non-profit accounting rules
- Improve our existing Excel-based budgeting tool
- Support all staff in building their 2022 operating budgets
- Help create improved budgeting and reporting practices for capital projects at the new Westminster Ponds Centre for Environment & Sustainability

- Assist with policy revisions related to HST, accounting of rents, utilities and utilities recovery from environmental centre tenants
- Participate in the annual audit conducted by PricewaterhouseCoopers
- Participate in our Board Finance Committee, which oversees organizational finances and undertakes strategic projects

ReForest London is relatively small (8-10 staff) but we are extremely active. The Intern will have exposure to all aspects of operations, projects, and programs. As a not-for-profit, it is very common for all members of our team to become involved in a wide range of tasks within our organizations as the need arises. As such, the intern will also have the periodic opportunity to assist with other tasks aimed at supporting the ongoing delivery of our programs and environmental events in the community as needed.

Skills, Abilities, and Qualifications:

- A degree or diploma in finance, accounting, business, or a related field
- Highly proficient in Microsoft Excel
- A quick, detail-oriented learner; able to master new processes, software programs, and systems quickly
- Able to smoothly adapt to the evolving needs of a small non-profit organization
- Proven ability to both collaborate effectively with others as well as work independently
- Experience with accounting software (QuickBooks, Sage, etc.) is a great asset
- Experience within a non-profit organization (volunteer or work-based) is an asset
- A passion for using your skills to help support a wide range of environmental programs here in the Forest City

Eligibility:

As this internship would be funded through a federal employment support program, the candidate must be:

- Under 31 years of age as of January 1, 2022
- A post-secondary graduate
- A Canadian citizen, Permanent Resident, or person who has been granted Refugee status in Canada
- Not in receipt of Employment Insurance (EI) during the internship

Working environment:

We work in a busy, fast-paced environment (especially during planting seasons!), and get our energy from knowing that the work we are doing is making a difference in our community and the daily lives of thousands of Londoners each year. Members of our team all bring their own expertise and strengths to the table, where collaboration and support are both important parts of our organizational culture. For

nature enthusiasts, our office is located right next to the beautiful Westminster Ponds Environmentally Significant Area, London's largest ESA and a wonderful place to enjoy a lunch-time hike or picnic. We are passionate and dedicated individuals who are motivated every day to make London a better place!

For this particular position, we are able to accommodate a significant amount of remote work (up to three days/week of the five from home) if the candidate desires.

Application process:

Interested applicants should e-mail a résumé and cover letter in a single combined file (preferably a total of 3 pages) to resumes@reforestlondon.ca with "Finance Assistant" in the subject line by 11:59 pm on Sunday, November 7, 2021.

Please be sure to confirm in your cover letter your ability to meet the eligibility criteria provided above.

Interviews will be held the week of November 8. All submissions will be acknowledged as received, but only those selected for an interview will be contacted. If you have any questions about this position, please feel free to contact us at resumes@reforestlondon.ca. No phone calls please.

We value diversity and inclusion, and encourage any qualified people (including Indigenous peoples, new immigrants and refugees, women, and LGBTQ2+ individuals) to apply. If you require accommodations during the recruitment process, please let us know.