



**Career Opportunity:
FINANCIAL OFFICER**

Read this first!

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence.

Checkout our website for more details, www.intervalhouse.ca

Interval House embraces challenges and changes. The organization values and encourages new opportunities, being a sector leader and colouring outside the lines. We think it's important to ask ourselves the hard questions: Are we doing what we set out to do? As the world changes around us, we need to pivot and change. Are there gaps in what we do? How should we fill them?

What's the job?

Interval House Finance Department is seeking a Financial Officer.

This role involves utilising your analytical, decision making and problem resolution skills in supporting the efficiency of the Finance Department. This position interacts with other departmental managers for Finance Department related responsibilities and represent the Finance Department on the organisation's teams and projects.

The Financial Officer's job entails:

- Update and reconcile bank accounts, investment accounts
- Assist in the preparation of all internal and external reports
- Process vendors' payments and employee reimbursements
- Ensure availability of funds to cover operating and capital expenses
- Accurately update general ledger
- Assist with preparation of operating and capital budgets and variance reports
- Reconciliation of balance sheet accounts
- Assist with preparation of external audit documentation and act as liaison with the Auditors

Must Have:

- Minimum 2 years' experience in accounting
- Advanced diploma in Accounting or Finance
- Knowledge of Generally Accepted Accounting Principles (GAAP) and internal controls
- Working knowledge of QuickBooks Desktop and Microsoft Office
- Advanced Excel
- Accountability, dependability, and flexibility
- Consistent ability to demonstrate positive and professional behavior
- Ability to observe strict confidentiality
- High level of demonstrated administrative skills
- Excellent verbal and written communication and presentation skills
- Analyzing data and preparing written reports, as well as verbal reporting.
- Attention to detail.
- Ability to positively adapt to and manage change
- Demonstrated ability to work as part of a team and to work with minimal supervision
- Good judgment and decision-making
- Risk identification and mitigation.
- Positive interpersonal relations.
- Ability to positively receive constructive feedback, coaching, mentoring
- Demonstrated proactive mindset and tendency for self-driven on the job learning

- Ability to work with Senior Management
- Proactively identify and seek self-development resources

Nice to Have:

- Experience in non-profit accounting
- Undergraduate degree in Accounting or Finance
- Working knowledge of payroll reconciliations

Job Details:

The Financial Officer position will report to the Finance Manager.

Job Type: Full-Time Permanent

Hours of Work: 35 hours per week

Work Arrangement: Hybrid work schedule as per Interval House's Procedures

Location: Toronto, Ontario

Start Date: March 2025

You will benefit from:

- Competitive compensation
- Paid vacation and sick benefits
- Optional RRSP benefits
- Employer fully paid Group Insurance benefits
- Employee Assistance Program
- Work/Life balance
- Career growth and professional development opportunities

Please submit your cover letter and resume to:

Attention: Human Resources / Subject line: **FINANCIAL OFFICER** / Email: personnel@intervalhouse.ca

Good to Know:

- We thank all applicants and will only contact applicants with the required qualifications and competencies.
- Must have evidence of eligibility to work in Canada and legally fulfilling the requirements of the role.
- All successful applicants must agree to undergo a police vulnerable sector check.
- Interval demonstrates its commitment to employees' health and wellness, diversity, equity and inclusion, does not condone any form of discrimination and workplace violence whether virtual or onsite.
- Interval House does not use internal AI in its recruitment process.