



Kababayan Multicultural Centre

1313 Queen St. West, Toronto, ON, M6K 1L8

Bathurst-Finch Hub, Suite 117/119, 540 Finch Avenue West, Toronto, ON, M2R 1N7

www.kababayan.org

Operations and Finance Coordinator

About Kababayan Multicultural Centre (KMC)

Kababayan Multicultural Centre (KMC) is a Toronto-based non-profit organization that has been serving newcomers, immigrants, and diverse communities since 1977. KMC provides settlement, employment, youth, women's, and seniors' programs that support individuals and families in building meaningful and connected lives in Canada. (Website: <https://www.kababayan.org/>)

KMC operates from two locations in Toronto and works closely with community partners, government funders, schools, healthcare organizations, and grassroots groups to deliver accessible and community-centered services.

Position Summary

KMC is seeking a highly organized, proactive, and detail-oriented Operations and Finance Coordinator to support the day-to-day administrative, operational, and financial coordination of the organization.

This role is ideal for someone who enjoys both finance and operations work and is comfortable working in a dynamic non-profit environment. The successful candidate will play a key role in supporting organizational operations, payroll and finance coordination, staff administration, and internal systems.

The Operations and Finance Coordinator will work closely with the Executive Director and support organizational operations across KMC's two office locations.

Position Details

- Position Type: Part-Time (24 hours/week)
- Location: Toronto, ON (Hybrid work arrangement)
- Salary: \$30/ hour
- Reports to: Executive Director

Key Responsibilities

Finance and Payroll Coordination

- Process payroll and maintain payroll records
- Track invoices, expenses, reimbursements, and financial documentation
- Assist with bank deposits, cheque preparation, and payment coordination
- Support budget tracking and expense monitoring across programs and funding streams
- Prepare financial summaries and reports for the Executive Director
- Attend Board of Directors meetings, prepare and present financial reports, updates, and statements to the Board
- Coordinate with external auditor and/or external accountant/bookkeeper as needed
- Maintain organized financial records and filing systems
- Support financial documentation and reporting requirements for funders

Operations and Administrative Coordination

- Support the day-to-day administrative operations of the organization
- Coordinate office operations, supplies, equipment, and vendor relationships
- Ensure office spaces are organized, functional, and have the supplies and resources staff need
- Support onboarding and offboarding processes for staff and volunteers
- Maintain staff records, attendance tracking, and HR-related documentation



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- Support administration of staff benefits and organizational policies
- Assist with maintaining organizational systems, forms, and internal processes
- Coordinate organizational renewals, subscriptions, and administrative deadlines
- Provide administrative and operational support to the Executive Director as needed

Organizational Systems and Coordination

- Help improve and maintain internal administrative systems and workflows
- Maintain organized digital records and shared files
- Support coordination across multiple office locations and hybrid work arrangements
- Assist with logistics for meetings, trainings, and organizational events when needed
- Participate in staff meetings and provide operational and administrative updates
- Participate in relevant professional development and training opportunities

Qualifications

- Diploma or degree in Business Administration, Accounting, Finance, Office Administration, or related field
- Minimum 2–3 years of experience in administration, operations, bookkeeping, payroll, or non-profit coordination
- Experience in basic accounting and bookkeeping is essential
- Experience with payroll processing and financial tracking
- Experience working in a non-profit organization is considered an asset
- Strong organizational and time management skills
- High attention to detail and ability to manage multiple priorities
- Strong communication and interpersonal skills
- Ability to work independently and take initiative
- Strong digital and computer skills, including Microsoft Office, Excel, cloud-based systems, and online platforms
- Experience with bookkeeping/accounting software is considered an asset

What We're Looking For

We are looking for someone who is:

- proactive and dependable
- highly organized and detail-oriented
- comfortable working in a fast-paced environment
- solution-oriented and adaptable
- collaborative and community-minded
- comfortable managing both operational and administrative responsibilities

How to Apply

Please submit your resume and cover letter to info@kababayan.org with the subject line: “**Operations and Finance Coordinator Application.**” Deadline to apply is: **June 19, 2026**

KMC is committed to equity, diversity, and inclusion and encourages applications from individuals with diverse backgrounds and lived experiences.

We thank all applicants for their interest. Only those selected for an interview will be contacted.