



ABORIGINAL LEGAL SERVICES

Gaa kina gwii waabamaa debwewin · All those who seek the truth

Job Title:	Finance Assistant	Travel Required:	No Travel, In-person work
Location:	Toronto	Position Type:	Part-time, 15 to 20 hours/week
Reports to:	Finance Officer	Posting Expires:	November 10 th , 2023
		Salary:	\$27.50 per hour

Organizational Overview:

Aboriginal Legal Services was established February 21, 1990. ALS was formed following a needs assessment by the Native Canadian Centre of Toronto. With approximately 75 dedicated employees, Aboriginal Legal Services is headquartered out of 211 Yonge St and operates nearly a dozen satellite offices across Ontario. Over the years, ALS has become a nationally recognized leader in the development of Indigenous-led justice programming and in test-case litigation.

Principles and Beliefs:

Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as an understanding of the system and their options.

The support required includes advocacy in all areas of the law as well as alternatives which can break the cycles of recidivism and dependency, which are all too prevalent.

These alternatives are more effective when they are community-controlled and are based on the traditional cultural norms and values of the Indigenous community.

Job Summary:

Aboriginal Legal Services (ALS) is seeking a detail-oriented Finance Assistant to support our Finance department with daily financial tasks such as processing invoices, assisting in budget preparation, and aiding in financial reporting. This part-time position requires a minimum of three days per week of availability. The ideal candidate will hold an Advanced College Diploma in Accounting or a related field and possess a strong aptitude for numbers and online tools. Your role will be crucial in maintaining accurate financial records, aiding in timely compliance, and supporting our financial team to ensure our company's financial goals are met. This is a unionized position.

Duties and responsibilities

Accounting & Payments Support

- Assist in maintaining accurate accounting records in QuickBooks;
- Help prepare cheques and ensure that proper documentation is attached;
- Aid in the preparation of bank deposits;
- Support the reconciliation of credit cards and bank statements;
- Manage and maintain financial databases and records;

Payroll & Regulatory Assistance

- Assist in preparing bi-weekly payroll, under supervision;
- Help ensure timely filing and compliance with government and regulatory requirements;
- Process tax payments;

Annual Audit Support

- Aid in reconciling accounts and preparing schedules for year-end audits;
- Assist in gathering and organizing records for the annual audit;
- Support the provision of necessary information to auditors;
- Providing support during tax filings;

Policies and Processes

- Support in documenting detailed process steps and checklists for financial tasks and processes;
- Assist in reviewing and improving financial processes and internal controls;

Reporting

- Help compile data on available program funds to aid management in spending decisions;
- Support the preparation of quarterly financial reports for the Board;
- Assist the treasurer in improving the accuracy and clarity of Board financial reporting;
- Preparing cost analysis reports for other departments;
- Assisting in the preparation of financial analyses and presentations;

Other Responsibilities

- Act as a backup receptionist when required, fulfilling receptionist responsibilities as needed;
- Assist in cash flow forecasting and management;
- Support in the preparation of budgets and monitoring of spending against these budgets;
- Help review banking arrangements and contribute to recommendations for improvements;
- Participate in cross-training on financial and payroll processes for operational continuity;
- Perform other related duties as required;
- Updating financial records;
- Other duties as assigned;

Qualifications

- Minimum: High School diploma or equivalent;
- Preferred: Diploma in Accounting, Business, Commerce, or certification in accounting, finance or an acceptable combination of equivalent experience;
- Previous experience in financial assistance or a related field in a non-profit setting is an asset,
- The ability to maintain confidentiality is vital in this role;
- Strong attention to detail and accuracy;
- Proficient math skills with an ability to understand accounting and financial regulations;
- Comfortable using online tools and financial software;
- Knowledge of accounting processes and the financial industry;
- Administrative skills;
- Data entry skills;
- Experience using MS Office (Excel, Word, Email) is an asset;

To apply:

Applicants who self-identify as Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process

To apply to this job posting please submit your cover letter and resume with “Finance Assistant” in the subject line to hrgeneral@aboriginallegal.ca or fax it to (416)408-1568 by no later than **5 pm on November 10th, 2023**

Aboriginal Legal Services is an equal opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request. To request accommodation, please email Nazaninn@aboriginallegal.ca.

We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

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