

Position Title: Finance Assistant  
Reports To: Executive Director  
Union Affiliation: UNIFOR Local 191

## **1. Position Summary**

The Finance Assistant provides administrative and financial support to the Finance Department by maintaining accurate records, processing routine financial transactions, supporting accounting and reporting activities, and assisting with finance-related administration. Reporting directly to the Executive Director, the position receives day-to-day direction, work assignments, and priority guidance from the Director of Finance & Administration and the Finance & Office Manager.

The position supports accounts payable and receivable activities, reconciliations, wage recovery administration, audit preparation, reporting, and membership-related financial processes while ensuring records are maintained accurately and confidentially.

The Finance Assistant is responsible for routine financial and administrative processing functions and the accurate application of established procedures. The position does not have authority to approve expenditures, interpret policies or collective agreements, determine payroll entitlements, or supervise staff. Matters requiring analysis, interpretation, exception handling, or decision-making are referred to the appropriate management personnel for review and approval.

## **2. Key Responsibilities**

- Provide administrative and coordination support to the Director of Finance & Administration and Finance & Office Manager, including scheduling, records management, deadline tracking, correspondence, and document preparation.
- Support accounts payable and receivable processes, including vendor relations, invoice coding and verification, payment processing, expense reimbursements, and wage recovery record administration.
- Provide reception and general office support, including responding to inquiries, greeting visitors, directing calls, processing mail, ordering supplies, and coordinating office services.

- Assist with research, data compilation, and the preparation of statistical, financial, and administrative reports.
- Assist with monthly, quarterly, and year-end financial processes, including reconciliations, reporting, audit preparation, and maintaining supporting documentation.
- Support association leave administration by collecting, verifying, and maintaining documentation, entering routine information, and following up on missing or incomplete records.
- Respond to routine employee inquiries regarding forms, deadlines, documentation requirements, and basic finance processes.
- Maintain accurate financial, employee, vendor, and audit records in accordance with retention, confidentiality, privacy, and internal control requirements.
- Perform other related duties as assigned in support of departmental and organizational objectives.

### **3. Qualifications**

#### **Education & Experience**

- College diploma or certificate in accounting, business administration, office administration, finance or related field (or equivalent combination of education and experience).
- Two to four years of experience in financial administration, accounting support, office administration, or a related role.
- Strong knowledge of accounting principles and practices, including accounts payable, accounts receivable, expense claims, reconciliations, and financial recordkeeping.

#### **Skills & Competencies**

- Strong attention to detail and accuracy in data entry, record maintenance, document preparation, and tracking activities, with a high degree of precision and minimal errors.
- Ability to identify discrepancies, reconcile information, and maintain accurate financial records in accordance with established procedures.
- Demonstrated ability to handle confidential financial, employee, member, and organizational information with professionalism, discretion, and integrity.
- Proficiency in QuickBooks, UnionWare and Microsoft 365 applications, including spreadsheets, word processing, email, databases, financial systems, and other office software.

- Strong organizational, analytical, and problem-solving skills, with the ability to manage multiple priorities, meet competing deadlines, and maintain quality standards while following established procedures.
- Sound judgment in identifying issues, risks, or discrepancies and determining when matters should be escalated to the appropriate level.
- Effective verbal and written communication skills, coupled with strong interpersonal abilities to provide professional and responsive service to managers, staff, members, committee participants, vendors, and external stakeholders.
- Ability to work independently with minimal supervision while also contributing effectively as a member of a small multidisciplinary team.
- Ability to adapt to changing priorities and support a variety of administrative and financial functions in a dynamic work environment.

#### **4. Working Conditions**

- This is an in-office position.
- Typical work week as agreed to in the UNIFOR Collective Agreement.
- Occasional flexibility in work hours may be required to meet operational requirements, reporting deadlines, or organizational commitments.
- Travel or driving may be required.

#### **5. Compensation**

- As per the UNIFOR 191 Collective Agreement

**To Apply:**

***Interested candidates are invited to submit a cover letter and resume to the attention of Keely Richmond, Executive Director, at [careers@mahcp.ca](mailto:careers@mahcp.ca) by 4:00 p.m. on Friday, July 24, 2026.***

***Only applications submitted through [careers@mahcp.ca](mailto:careers@mahcp.ca) will be considered.***