



**United Way  
Centraide**  
Simcoe Muskoka

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## **JOB POSTING**

**POSITION: Finance Associate (Permanent, Full-Time)**

**STARTING SALARY RANGE: \$40,873 –\$41,954**

**LOCATION:** Midhurst, Ontario. Staff are currently working in a hybrid work environment with a minimum of 2 days per week in office.

United Way Simcoe Muskoka (UWSM) acknowledges that we are situated on the traditional land of the Anishinaabek. The Anishinaabek include the Ojibwe, Odawa, and Pottawatomi nations, collectively known as the Three Fires Confederacy. The Huron-Wendat and the Haudenosaunee Nations have also walked on this territory over time.

**REPORTS TO:** Controller/Business Analyst

## **POSITION SUMMARY**

The successful candidate for this role is directly responsible for recording journal entries, processing payments, maintaining financial records, performing account reconciliations, assisting with solving problems, supporting month-end closings, financial reporting, and other routine accounting functions.

## **WHO YOU ARE**

If you think in debit and credits, reconciling accounts makes your heart race, and you want to work with a supportive team focused on collective action we'd like to meet you!

## **WHAT WE OFFER**

A hybrid work environment, a generous leave plan, benefits, and the ability to make a difference in your community.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Diploma in Accounting or a related field is required
- Accounting/Bookkeeping: a minimum of 2 years experience is required
- Experience in an Accounting firm: a minimum of 1-year experience is preferred
- Experience in Sage is an asset

## **REQUIRED SKILLS TO BE DEMONSTRATED**

- Exceptional knowledge of Microsoft Office, especially Excel and Outlook

- Excellent analytical skills, critical thinking and problem-solving skills
- Detail oriented, ability to work effectively both independently and with colleagues
- Excellent prioritization, organizational and time management skills
- Effective communication, collaboration, and interpersonal skills
- Excellent work ethic and responsibility
- Fast learner and ability to multi-task
- Ability to work in a fast-paced environment and meet timelines

## **MAJOR RESPONSIBILITIES**

- Accurately process Account Payables including invoices, employee expenses, and program expenses ensuring that all payments are made on time
- Record expenses and payments to appropriate general ledger accounts and maintain strong attention to detail
- Reconcile multiple bank accounts, credit card statements, and other accounts as needed
- Maintain and update payment schedules and payment records
- Assist with month-end, year-end working papers, other financial reports, audit and tax filing
- Ensure all financial reporting deadlines are met
- Various other Accounting/Finance related functions as requested; responsibilities and duties may evolve and change over time
- Provide backup support for processing payroll, Account Receivables and other accounting tasks
- Investigate and resolve discrepancies or misapplied cash transactions while following corporate finance policies and procedures
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners

Together, we need to take action and address local poverty head-on

United Way is a not-for-profit organization that has played a vital role in our community for over 60 years. As a social impact organization, our mission is clear: To improve lives and build communities by leveraging collective resources and mobilizing collective action to achieve the greatest impact.

### **Employment Equity Statement**

United Way Simcoe Muskoka is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our organization including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

**To apply for this opportunity, please submit a cover letter and résumé to [HR@UWSimcoeMuskoka.ca](mailto:HR@UWSimcoeMuskoka.ca). Consideration of applications will begin immediately, with the competition remaining open until a suitable candidate is found. Only those selected for an interview will be contacted. Thank you to all who apply.**