

Finance Coordinator

Part-Time (21 Hours per week)

About Us

Cornerstone Family Violence Prevention Centre is an accredited violence against women agency working to end gender-based violence by providing accessible, compassionate, and best-practice-modeled programs and services inclusive of shelter, counselling, housing support, and prevention through a support system that inspires hope, creates safety, and fosters resilience. Our services provide a range of options and entry points, helping women gain the right kind of support at the right time in their journey. All services are free, confidential, woman-centered, inclusive, and accepting. All woman-identified individuals are welcome in all our spaces, including cis and transwomen.

The Role

We have an exciting opportunity within our team for a part-time (21 hours per week) **Finance Coordinator**. The Finance Coordinator will support daily accounting activities, providing financial and administrative support to the Manager of Finance, ensuring that accurate financial records are maintained. The Finance Coordinator is committed to demonstrating excellence through following established best practices while embracing the mission, vision, and values of the agency.

Key Responsibilities

- Process and manage incoming and outgoing payments in a timely manner
- Ensure payroll is completed accurately and on time by managing the payroll system and payroll records
- Provide support for budget preparation and variance investigation
- Ensure all financial operations comply with applicable laws, regulations and the policies and procedures of Cornerstone
- Maintain filing system for accounting and other documents
- Record and organize donations/fundraising financial information and issue charitable donation receipts and acknowledgement letters. Reconcile database with financial reports

Required Qualifications

- Post Secondary education in Accounting, Finance, or Business Administration required
- Minimum of 3 years of experience in finance, accounting, or related administrative support.
- Working toward or completion of a recognized accounting designation considered an asset
- Experience with payroll, accounts payable, accounts receivable, and account reconciliations required.
- Experience in not for profit considered an asset.
- Strong working knowledge of accounting principles and practices.

- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) required; advanced Excel skills considered an asset.
- Strong organizational skills
- High attention to detail and accuracy in financial data entry and reporting.
- Ability to maintain confidentiality and handle sensitive financial and payroll information.
- Strong communication skills (verbal and written) with the ability to interact effectively
- Collaborative team player
- Problem-solving mindset with a focus on continuous improvement and efficiency.
- Successful completion of a criminal reference check

What We Offer

- Receive a salary of \$27.53 - \$29.80 per hour
- 21 Hours per week
- Ongoing training and professional development
- Opportunity to be part of a growing organization
- Participate in a culture that is committed to staff wellness and engagement

We encourage interested candidates to forward a resume and cover letter via email to careers@cornerstonenorthumberland.ca before **Monday October 6, 2025**. We thank all individuals for their interest in Cornerstone, only those selected for an interview will be contacted.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. For more information, or other opportunities, please visit our website at: <https://cornerstonenorthumberland.ca>.