



Finance Coordinator

THE OPPORTUNITY

Reporting to the Director of Finance, the Finance Coordinator is an integral member of the Foundation's four-person Finance team. This role provides reliable transactional and administrative support across accounts payable, gift processing, financial reporting, and general and HR administration, contributing to the efficient and accurate delivery of the Foundation's finance operations.

The Finance Coordinator is a detail-oriented, service-minded professional who takes pride in accuracy, timeliness, and process adherence. This is an excellent opportunity for someone in their finance career who wants to build broad experience in a mission-driven nonprofit environment.

ABOUT US

North York General Foundation (NYGF) raises and stewards philanthropic support that enables North York General (NYG) to be Here for Life for its growing and diverse community. Exceptional care at every stage of life requires exceptional philanthropic support, and NYGF is proud to partner with donors who recognize the vital role NYG plays in caring for people through life's most defining moments.

NYG is entering one of the most ambitious and exciting periods in its history. Recognized by Newsweek as Canada's #1 community hospital for seven consecutive years, the hospital serves nearly 500,000 people in one of Toronto's fastest growing and most diverse regions. As the community ages, grows, and evolves, so too must NYG's care environments and models of service, making philanthropic investment more urgent than ever.

The Foundation supports both the hospital's most pressing priorities, including modernized facilities, leading-edge equipment, and innovative technology, as well as longer-term investments that will transform how care is delivered across the lifespan. These investments strengthen access, equity, and patient experience today, while creating models of care that can be scaled beyond our community.

Across seven sites, NYG delivers a full spectrum of acute, ambulatory, and long-term care services. The hospital is home to one of the busiest single-site birthing centres in Ontario, one of the largest family medicine departments in Canada, and one of Ontario's busiest Emergency Departments with among the shortest wait times. NYG is nationally recognized for its accredited breast cancer program, is building one of the largest long-term care centres in the province and is a leader in mental health care for youth, adults, and seniors across four sites.

KEY RESPONSIBILITIES

Accounts Payable (40%)

- Perform full-cycle accounts payable processing, including invoice review, approval verification, coding, data entry, and posting to the general ledger
- Prepare and process electronic funds transfers (EFTs), direct deposits, cheque payments, and other approved disbursements in a timely and accurate manner
- Administer the corporate credit card program, including collection of receipts, transaction review, reconciliation, payment processing, and accurate recording in the general ledger
- Review, verify, and process employee expense reimbursement claims in accordance with organizational policies
- Maintain vendor records and respond to vendor inquiries promptly and professionally

Gift Processing & Mail Administration (30%)

- Serve as the primary coordinator for all incoming mail, including daily opening, sorting, and logging of mail-in donations, cheques, and correspondence received by the Foundation
- Prepare and batch mail-in donations for processing, ensuring accurate coding of fund and appeal designations in coordination with the Manager, Gift Administration & Operations
- Enter mailed donations into Raiser's Edge, ensuring data integrity and timely processing in accordance with Foundation gift entry standards
- Scale up mail processing capacity during peak giving periods (year-end, campaigns, and special appeals), ensuring no backlog and that donor acknowledgements are issued & mailed on a timely basis

Financial Reconciliation & Reporting (15%)

- Assist with monthly and year-end financial close processes, including audit support documentation
- Support general ledger account reconciliations and investigate discrepancies to ensure accuracy and integrity of financial records
- Support CRA charity reporting and HST/GST rebate filings as required

Estate Gift Administration (10%)

- Support maintaining Estate gift schedules and ensure alignment between Finance records and Raiser's Edge NXT
- Coordinate documentation, correspondence, and process administration across active Estate files in collaboration with Planned Giving/Development team
- Support the development of consistent estate administration workflows and tracking tools as estate activity grows in volume and complexity

General & HR Administration Support (5%)

- Enter and verify staff timesheets in the Kronos payroll system, ensuring accuracy and timely submission in support of the hospital's payroll processing cycles
- Maintain the organization-wide vacation and leave tracker, coordinating with managers to ensure records are current and accurate
- Maintain organized filing systems for financial records, vendor documentation, and administrative files in both physical and digital formats
- Contribute to a collaborative Finance team environment and support cross-functional projects as required

QUALIFICATIONS & EXPERIENCE

Education & Designations

- Diploma or degree in Accounting, Business Administration, Finance, or a related field

Experience

- Minimum 2–4 years of experience in an accounting, finance, or administrative role
- Experience in the charitable or not-for-profit sector is an asset
- Hands-on experience with full-cycle accounts payable processing



- Experience with estate administration or event financial reconciliation in a fundraising environment is an asset
- Exposure to Financial Edge NXT, Raiser's Edge, or similar systems is preferred

Technical Skills

- Solid understanding of basic accounting principles and accounts payable processes
- Proficiency in Microsoft Excel and general office productivity tools
- Strong attention to detail and commitment to accuracy in data entry and record-keeping
- Highly organized with the ability to manage competing priorities and meet deadlines

Personal & Interpersonal Skills

- Collaborative and service-oriented, with a team-first approach to work
- Discreet and professional in handling confidential financial and donor information
- Self-directed and comfortable operating in a lean team environment with a broad, evolving mandate
- Strong communication skills with the ability to work effectively with colleagues across Finance, Development, BI and MarCom

Salary Range: \$60,000 – \$70,000

FOR MORE INFORMATION

All inquiries and applications will be held in strict confidence. Interested candidates should send their resume and letter of interest to foundationcareers@nygh.on.ca. Applications will be reviewed on a rolling basis.

Foundation staff enjoy the flexibility of a hybrid work model, with an expectation to be in the Foundation office located at 2 Buchan Court at least 2 days per week.

At NYGF, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live, including those with disabilities. NYGF is committed to providing accommodation in all parts of the hiring process. If you require accommodation, we will work with you to meet your needs.