



## COUNCIL OF AGENCIES SERVING SOUTH ASIANS (CASSA)

2401Eglinton Ave. East, Unit 212 Toronto, ON M1K 2N8

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### Job Posting

#### Finance Coordinator (1 year contract)

Short term Contract: 12-15 hours per week  
Start & End Dates: one year contract with a possibility of extension  
Pay Rate: \$25 - \$35/hour (hourly rate will be decided based on experience & qualifications)

**Description:** Finance Coordinator, with the guidance from the Executive Director, is responsible for preparing and maintaining the financial records for CASSA, a small community based not for profit organization. Finance Coordinator will report to the Executive Director of CASSA.

#### **Responsibilities:**

##### *Financial Responsibilities*

- Handling of accounts payable and receivable including Federal and Provincial Tax including mandatory deductions, GST filing etc.
- Writing and coding of cheques
- Handling of petty cash
- Management of semi-monthly payroll, T4's, and records of employment
- Banking and coding of deposits
- Assist the auditor with the annual audit processes
- Input of accounting records into QuickBooks and generate monthly financial statements
- Preparing the budget, cash-flow and projections for CASSA as a whole as well as for specific projects

#### **Qualifications:**

- Minimum two years of experience in bookkeeping and office administration.
- Strong computing skills including proficiency in Microsoft Excel and Quickbooks
- Ability to produce financial statements and reports using appropriate accounting software
- Knowledge of budgets and cash flow statements as it relates to not-for-profit sector
- Experience producing financial reports and project budgets for various funders
- Working towards a designation such as CGA or CMA, an asset
- Strong organizational and administrative skills

Please submit your résumé and cover letter **by February 1<sup>st</sup>, 2010 4pm,** to:

Hiring Committee  
CASSA  
2401Eglinton Ave. East, Unit 212  
Toronto, ON M1K 2N8  
Email: [hr@cassa.on.ca](mailto:hr@cassa.on.ca)

*CASSA is committed to employment equity & encourages applicants from equity seeking groups.  
While we appreciate all responses, only candidates selected for an interview will be contacted.*