



Toronto School of Theology Job Posting

FINANCE OFFICER

Maternity Leave Replacement – One-year Contract, Part-time (60%), Flexible hours

DESCRIPTION: The Toronto School of Theology (TST) is affiliated with the University of Toronto and is a consortium of seven theological schools in the Greater Toronto Area. TST serves to promote cooperation among the member colleges and with other educational institutions in ways that foster ecumenical interchange, education for wholeness and genuine community, and to ensure standards around academic matters.

Reporting to the Director, Finance and Administration, this position provides support in the delivery of financial and human resources management at TST. The position is responsible for day to day accounting processes (bookkeeping, banking, invoicing, supplier payments, payroll related external reports preparation, period end closings, various external reporting, records maintenance), and supports peak times in the annual accounting cycle (budget, year-end, annual audit). The Finance Officer also provides general staff support to the Director of Finance and Administration in relation to the Finance and Audit Committees, personnel administration and other related duties as assigned.

EDUCATION: University degree preferred; accounting designation or in final phase of completion of designation. Equivalent combination of education and experience may be considered.

EXPERIENCE: Minimum four (4) years' experience with concepts and practice of accounting as implemented in a non-profit environment including concepts and practice of internal controls management reporting, and payroll/HR.

SKILLS: SAGE (A/P, A/R, G/L). MS office including intermediate level Excel (or comparable). Quick learner with good problem-solving skills. Accuracy, aptitude for figures, and absolute attention to detail. Excellent organization skills with ability to multi-task and respond flexibly to changing priorities. Good judgment and ability to take appropriate initiative. Tact, diplomacy and excellent interpersonal skills. Fluent spoken and written English at a university level, including effective business communications and the ability to take meeting minutes.

OTHER: Customer service-oriented, team-player, positive attitude. Intermediate level skills for using Zoom, MS Teams and OWL conferencing equipment; familiarity with Privacy (FIPPA) and AODA regulations. Committed to confidentiality and able to manage sensitive issues with discretion. Comfortable with working in an ecumenical Christian context.

APPOINTMENT TYPE: Maternity leave replacement, one-year contract, part time (60%), flexible hours.

PAY SCALE and HIRING RATE: TST 08N (\$70,649 - \$83,117) – expected annual Hiring Rate of \$70,649 (**Note:** actual salary will be prorated to 60%).

CLOSING DATE: Applications will begin to be reviewed on April 19, 2024 and will continue until the position is filled.

HOW TO APPLY: Submit your cover letter and résumé in a single PDF document via email only in confidence to jobs@tst.edu **Note:** Current TST students are not eligible to apply.

We thank all applicants for their interest. Only those considered for an interview will be contacted. Short-listed candidates will be asked to provide the names and contact information for three references who can speak to their suitability for the position.

The Toronto School of Theology is committed to diversity and equity in employment.