



Everything she wants to be.

Administrative Coordinator, F&A At the National Office in Toronto

Girl Guides of Canada (GGC) provides a safe space where every girl is empowered to be everything she wants to be. This is an exciting time to join one of Canada's most trusted youth serving charities. Come join our amazing team as we work together to achieve our vision "a better world, by girls!"

GGC is actively searching for our next **Administrative Coordinator, Finance & Administration**.

This is an exciting opportunity to join a leading girl-driven organization in a role that will play an integral part in ensuring efficient administrative support in the Finance department. The successful candidate will be a self-starter who enjoys a range of work tasks, is customer-service-oriented, has an acute attention to detail and is comfortable administering a variety of financial and administrative issues.

This position will remain open until filled.

Target start date for this position will be January 7, 2019.

The **Administrative Coordinator** will provide overall administrative support to the Senior Manager, the Corporate Services team, and will support special projects initiated by or involving the department, administer full cycle meetings management, liaise with all Finance related Committee Chairs and Committee members and Action Groups, perform general accounting duties such as retrieving unclaimed bank balances from the Bank of Canada annually, distributing and collecting annual compliance documentation, annual budgets and annual financial statement from Provincial Commissioners, and provide data entry support, provide support to risk management projects, liaise with Members, volunteers, senior management and other staff by responding to all inquiries efficiently and professional, and provide support of front desk reception as needed.

The model candidate will embody the attributes of our core DNA – *welcoming, imaginative, courageous and enthusiastic*, have at least 3-5 years administrative experience, including proven minute-taking and meetings management skills, have a post-secondary diploma in Business Administration or relevant discipline, possess excellent verbal and written communications skills, have good financial/accounting knowledge and confidence understanding of financial and investment terminology, have demonstrated proficiency with Office 365 (Word, Excel, PowerPoint, Skype for Business, and Outlook), demonstrate initiative and attention to detail, be a positive, enthusiastic and committed team player and have a demonstrated high degree of initiative, judgement and problem-solving ability.

Assets will include experience working within the non-profit or charitable sector, experience with Sharepoint and proficiency with v-lookup and pivot tables.

Does this sound like you? Then apply today.

Submit a cover letter and resume (as one file) with salary expectations to:

Leisa McKenzie – Manager, People & Culture

Girl Guides of Canada – Guides du Canada

50 Merton Street, Toronto, Ontario M4S 1A3

E-mail HR@girlguides.ca

Girl Guides of Canada-Guides du Canada (GGC) recognizes and values the richness of human diversity in its many forms, and therefore strives to ensure environments where girls and women from all walks of life, identities, and lived experiences feel a sense of belonging and can participate fully.

Upon request, Girl Guides of Canada-Guides du Canada will make available reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to People & Culture.

We thank all candidates for their interest. Only those selected for an interview will be contacted.