

## **Operations Coordinator, Finance**

Full time, Permanent

### **eCampusOntario**

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 53 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

## **Operations Coordinator, Finance**

### **Work Model:**

Primarily in-person in Toronto, Ontario (approximately 4 days per week)

### **Position Summary**

The Operations Coordinator, Finance will be responsible for providing primarily in-person (approximately 4 days per week) financial, operational, and administrative support which includes accounts payable, accounts receivable, processing expense claims, credit card transactions, purchase orders, and contract award payments analysis. This position is also responsible for coordinating in-person operational activities, supporting eCampusOntario's hybrid work model.

## **Accountabilities, Duties and Responsibilities**

### **Financial Administration**

- Responsible for coding all accounts payable according to eCampusOntario chart of accounts
- Processes invoices/contract awards into accounting system and prepare all Electronic Funds Transfers (EFT) and wire payments
- Creates and maintains EFT and wire templates in online banking
- Ensures all payments are in compliance with eCampusOntario procurement and/or finance policies
- Responsible for keeping all vendor records up to date, both in the accounting system and electronic filing system
- Verifies and process all expense claims
- Calculates HST rebate amounts on invoices and expense claims and ensure the correct amount is entered in the accounting system
- Posts all credit card transactions to the accounting system and prepare for payment
- Responsible for maintaining the electronic contract filing system and posting all contract commitments as purchase orders in the accounting system
- Responsible for maintaining accurate financial records; ensuring all accounts payable invoices, expenses, and purchase orders are accurately recorded in the accounting system

### **Administration**

- Provides day to day support of operations and administration of the in-person office, when open:
  - Including but not limited to, liaising with Building Management, Property Management, and vendors (i.e., for general maintenance, HVAC, procurement, inquiries, etc.), receiving/distributing mail and office deliveries, addressing general/operational employee inquiries (e.g., workstation set-up, office equipment, appliance use, etc.), ensuring replenishment of assets and supplies, as well as distribution/collection of access cards
- Responsible for coordination of eCampusOntario leadership, supporting the Joint Health and Safety Committee (JHSC), and liaising with People Leaders to ensure safe and smooth administration of the hybrid work model
- eCampusOntario's professional development program will support, where applicable, the successful candidate in completing various trainings related to in-person operations, including Standard First Aid, Fire Warden/fire safety, emergency response/evacuation protocols, and Occupational Health and Safety (OHS) training.

## **Education, Professional Designations and Development**

- Diploma required, preferably in the field of Accounting

## **Experience**

- One (1) year experience in accounting, experience in accounts payable required
- Non-profit experience considered an asset
- Knowledge of the post-secondary education sector in Ontario an asset

## **Skills**

- Proficiency with accounting software such as QuickBooks, Sage, Great Plains, NetSuite
- Proficiency with Microsoft Office Suite
- Possess a good understanding of a chart of accounts and impact of incorrect coding of payments
- Strong interpersonal, and planning skills along with critical thinking and good decision-making abilities
- Strong communication skills (both verbal and written)
- Strong attention to detail, high degree of accuracy in all work, and commitment to quality
- Ability to handle large volume of transactions
- Ability to work well under pressure and meet deadlines
- Ability to establish and maintain effective working relationships with colleagues, partners and vendors
- Ability to work independently and also function as part of a team
- Commitment to customer service
- Ability to collaborate with team members and stakeholders; requires patience and diplomacy in order to provide support
- Tolerance for ambiguity and ability to quickly adapt to new situations/conditions
- Strong organizational and time-management skills, including ability to appropriately prioritize diverse tasks.
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion with the ability to communicate and work effectively with diverse peoples.

## Application Process

Candidates are invited to email us at [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca) (subject **Operations Coordinator, Finance**) with a Cover Letter and Resume attached as a **single PDF file**, titled "**Last Name, First Name.pdf**".

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**. Please include your salary expectations in your cover letter.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

The posting is **open until filled**. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

### **Equity, Decolonization, Diversity and Inclusion Statement**

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

### **Accessibility Statement**

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca)

### **Hybrid Work Model**

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities.

**For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>**