

Wyndham House is pleased to announce an internal opportunity for a **Finance Technician; earlier shared as Accounting Technician; (12-Month Contract, with possibility of extension/permanent placement)**.

Reporting to the **Director of Operations and Corporate Services**, the Finance Technician is responsible for maintaining accurate accounting records, supporting financial reporting, coordinating core accounting processes, and contributing to the development of strong financial systems and practices across the organization.

This role is a trusted professional position within the Corporate Services function and requires a high degree of accuracy, confidentiality, independent judgment, and accountability. The Finance Technician will work closely with the Director of Operations and Corporate Services, Executive Leadership Team, program leaders, and external financial advisors to ensure reliable financial information and effective financial processes.

The Finance Technician will play an important role in ensuring leadership and the Board of Directors have timely, accurate, and meaningful financial information to support organizational decision-making, accountability, and responsible stewardship of resources.

This is a 12-month contract position created during a period of organizational growth and transition, with the possibility of extension or transition into a permanent position based on organizational needs and the future development of the Corporate Services structure.

Key Responsibilities

Accounting Operations

- Maintain accurate and timely accounting records in accordance with organizational policies and accounting standards.
- Process accounts payable, including invoice review, coding, approvals, and payment preparation.
- Support accounts receivable processes, including tracking outstanding balances and funding receivables.
- Complete monthly bank, credit card, and balance sheet reconciliations.
- Prepare routine journal entries and supporting documentation.
- Support month-end and year-end closing processes.
- Maintain organized financial records and supporting documentation.

Financial Reporting Support

- Prepare monthly financial information, including income statements, balance sheet reports, and supporting schedules.
- Prepare budget-to-actual reports and variance summaries.
- Support preparation of financial reporting packages for senior leadership and the Board of Directors.
- Assist with analysis of financial trends, risks, and emerging issues.
- Maintain reporting schedules and ensure timely completion of recurring financial reports.

Budgeting and Forecasting Support

- Support annual budget preparation in collaboration with leadership and external financial advisors.
- Assist with preparation of departmental budgets and financial projections.
- Monitor expenditures against approved budgets and identify significant variances.
- Support cash flow tracking and financial forecasting activities.

Funding and Grant Support

- Maintain financial tracking related to government funding, grants, contracts, and restricted contributions.
- Prepare financial information required for funding claims and reporting.
- Maintain accurate documentation related to restricted and designated funds.
- Support program teams with budget tracking and financial accountability.

Payroll and Employee-Related Finance Support

- Support payroll processing and related financial reconciliations.

- Maintain payroll-related accounting records.
 - Collaborate with Human Resources regarding employee-related financial processes.
 - Support annual payroll reporting requirements.
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Audit and Compliance Support

- Maintain audit-ready financial documentation.
 - Support annual audit preparation, including working papers, schedules, reconciliations, and supporting documentation.
 - Assist with responses to audit requests.
 - Support effective internal controls and compliance requirements.
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Capital Project and Property Accounting Support

- Support financial tracking related to capital projects, renovations, and property investments.
 - Monitor project expenditures against approved budgets.
 - Maintain documentation related to invoices, contracts, funding claims, and project expenses.
 - Support financial reporting related to capital funding agreements.
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Process Improvement and Systems Support

- Document accounting procedures and recurring processes.
 - Support improvements to financial systems, workflows, and reporting processes.
 - Identify opportunities to improve accuracy, efficiency, and transparency.
 - Contribute to reducing organizational reliance on individual knowledge through documentation and cross-training.
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Qualifications

- Post-secondary education in accounting, finance, business administration, or related field.
 - Finance/Accounting Technician designation, accounting certificate, or equivalent combination of education and experience preferred.
 - Minimum three years of progressive accounting experience.
 - Experience with financial statements, reconciliations, budgeting support, and accounting systems.
 - Experience in nonprofit, charitable, government-funded, or social service organizations considered an asset.
 - Strong understanding of accounting principles and financial controls.
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Skills and Attributes

- Strong attention to detail and commitment to accuracy.
- Ability to manage multiple deadlines and priorities.
- Strong organizational and analytical skills.
- Ability to interpret and communicate financial information clearly.
- Ability to work independently while collaborating with leadership and staff across the organization.
- Demonstrated discretion and confidentiality when handling financial and employee information.
- Commitment to continuous improvement and building effective systems.