

Community Animator Finance and Operations

Tamarack Institute

Learning Centre | Vibrant Communities Canada

The Community Animator Finance and Operations is someone who loves numbers, dreams about updating the books, is so organized they can host their own reality TV show, and wants to make a difference in the world. The Community Animator Finance and Operations assists with day to day bookkeeping, supports general administration and is the liaison between our event registrations and finance. This position is an essential component of our growing team and the Community Animator Finance and Operations is enthusiastic about taking on a variety of tasks.

About Tamarack:

Tamarack is a charitable organization dedicated to helping Canadian communities take ownership of local issues by making use of proven strategies for community engagement. We develop and support learning communities to help people collaborate, co-generate knowledge and achieve collective impact on complex community issues. Our vision is to build a connected force for community change. Learn more about Tamarack at www.tamarackcommunity.ca.

Through our work in the Learning Centre, we advance learning in our five idea areas:

- **Collective Impact** is the advanced form of collaboration which brings together different sectors for a common agenda to solve large, complex problems.
- **Community Engagement** is the process by which citizens are engaged to work and learn together on behalf of their communities to create and realize bold visions for the future.
- **Collaborative Leadership** brings together the appropriate people in constructive ways to create authentic visions and strategies for addressing shared concerns.
- **Community Development** is both the process of developing and enhancing the ability to act collectively and the outcome of collective action and its' results.
- **Evaluation** is the process of evaluating not only a single program or issue, but also the large scale, multi-faceted community change initiatives.

Through our work in Vibrant Communities Canada, we advance learning communities in two areas:

- **Cities Reducing Poverty** is a collective impact movement aimed at reducing poverty for 1 million Canadians through the efforts of local multi-sector roundtable and the alignment of poverty reduction strategies at the municipal, provincial and federal levels. Learn more at www.vibrantcanada.ca.
- **Cities Deepening Community** is dedicated to developing our collective understanding about the power of citizens and supporting programs, policies and practices that strengthen communities

and neighbourhoods and mobilize citizen leadership to enhance social capital. Learn more at www.deepeningcommunity.ca.

Supervision and Reporting:

The Community Animator Finance and Operations reports to the Manager of Finance and Operations. He or she is a member of the Operations team and is required to contribute to the overall achievement of Tamarack's strategic goals and deliverables of the Tamarack team as a whole.

Work Environment:

This job is full-time and is based at Tamarack's office at the University of Waterloo, Conrad Grebel University College.

On-going Responsibilities:

Bookkeeping

- Processes accounts payable by entering payables into Xero and prepares cheques for signature and envelopes for mailing.
- Tracks use of staff credit cards, including Tamarack credit card, prepares monthly reports and reconciles account in Xero.
- Processes staff monthly expense reports
- Receives invoices in Xero and sends them to appropriate client
- Acts as liaison between events and finance; supports registration
 - Member of the hotel team and ensures financial policies are being followed
- Reconciles PayPal and First Data accounts
- Files financial documents
- Monitors Tamarack's finance email inbox
- Support tracking Tamarack scholarship disbursement
- Supports monthly payroll and benefits administration
- Supports accounts receivable collections
- Supports preparation of monthly, quarterly and yearly financial reports
- Supports tracking of staff development funds

Operations

- Reviews daily additions to database for data integrity
- Creates, reviews and ensures data integrity workflows are functional in Hubspot
- Schedules, coordinates and minutes team meetings, training sessions and team newsletter
- Supports general administration as required by the Manager of Operations
- Supports the Top 100 for Vibrant Communities Canada and the Learning Centre
- Tracks Gratitude Fund inventory and send out items as required
- Tracks Tamarack book inventory
- Maintains financial and HR hard copy files
- Resolves administrative problems and inquiries from staff
- Monitors federal, provincial and municipal governments and organizations for collaboration opportunities.
- Monitors and maintains Tamarack's Social Innovation Library
- Monitors Tamarack's general email and directs inquiries as necessary

- Monitors Tamarack's general telephone line and voicemail and directs inquiries as necessary
- Collects mail from the general Tamarack post box
- Other duties as assigned

Qualifications:

We look for great people, who are positive, results-oriented, loyal and patient with a big heart for social justice. The Community Animator Finance and Operations is a team player, who is organized and motivated with a proven ability in bookkeeping and administration.

- College diploma or equivalent
- Minimum 2 years' bookkeeping experience
- Xero proficiency an asset
- Proficiency in Microsoft Office. Excel is essential. Sharepoint an asset.
- Hubspot knowledge an asset
- Demonstrated organization skills, including the ability to multi-task and remain positive
- Good written and verbal communication skills
- Ability to work independently and as part of a team
- Discrete and able to work with confidential and sensitive information

Salary & Benefits:

Tamarack provides a competitive salary and benefits, RRSP package, lieu and flex time and operates within a progressive management philosophy. This is a full-time 40-hour per week position and compensation is rated between \$40,000 and \$50,000 a year.

To apply:

Send your cover letter and resume to jana@tamarackcommunity.ca. While we thank all interested applicants, only those who are selected for interview will be contacted.