

Community Animator Accounts Payable

Tamarack Institute

Learning Centre | Vibrant Communities Canada

The Community Animator Accounts Payable is someone who loves numbers, dreams about updating the books, is a spreadsheet master, loves to make processes more efficient, and wants to make a difference in the world. The Community Animator Accounts Payable assists with day-to-day bookkeeping, leads payroll & benefits administration, and supports general administration. This position is an essential component of our growing team and the Community Animator Accounts Payable 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 practice 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 four areas:

- [Communities Ending Poverty](#) is a collective impact movement that has been a significant contributor to 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.
- [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.

- [Communities Building Youth Futures](#) is a collective impact movement in 20 communities across Canada aimed at improving the education and employment outcomes for youth who are currently not in education, employment or training.
- [Community Climate Transitions](#) is our newest campaign (launched in June 2021) focused on supporting communities to advance a just and equitable climate transition, aligned with the Sustainable Development Goals (SDGs).

Supervision and Reporting:

The Community Animator Accounts Payable reports to the Associate Director of Finance and Operations. They are a member of the Operations team and required to contribute to the overall achievement of Tamarack's strategic goals and deliverables of the Tamarack team as a whole. They will work closely with team members across Tamarack's four teams – Operations, Vibrant Communities, Learning Center, and Digital Sales, Engagement and Learning.

Work Environment:

This job is full-time and can be homed-based but will require some hours each week at Tamarack's office at the University of Waterloo, Conrad Grebel University College.

On-going Responsibilities:

Bookkeeping

- Processes accounts payable, including an increasing number of outgoing grants that we give to community partners. Enters payables into Xero and prepares payments
- Tracks use of staff credit cards, including Tamarack credit card, prepares monthly reports and reconciles account in Xero
- Completes monthly bank reconciliations
- Processes staff monthly expense reports
- Files financial documents
- Monitors Tamarack's finance email inbox, responses to inquiries, or coordinates with others to respond to inquiries
- Leads monthly payroll and benefits administration
- Supports Xero maintenance
- Supports preparation of monthly, quarterly and yearly financial reports
- Completes ad hoc reporting to help Tamarack team members and other stakeholders (e.g. on outgoing grant disbursements)
- Administers and tracks of staff development and gratitude funds
- Ensures financial policies are being followed, observes how policies support our financial, culture, and other goals, and suggests policy changes as needed

Operations

- Supports general administration as required by the Associate Director of Finance & Operations
- Collects mail from the general Tamarack post box, located in Waterloo, Ontario
- Contributes to Tamarack's workplace by seeing opportunities being engaged in the work you do and the difference you're making, and looking for opportunities to make Tamarack's operations even more inclusive, equitable, and effective

- 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 Accounts Payable is a team player, who is organized and motivated with a proven ability in bookkeeping and administration.

- Post-secondary credential or equivalent work-related experience
- Minimum 2 years' bookkeeping experience
- Xero proficiency an asset
- Proficiency in Microsoft Office. Excel is essential.
- 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
- French/English bilingualism an asset
- 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 (including paid time for physical activity), remote working opportunities, a monthly technology stipend, and funds for individual team members to pursue professional and personal growth. We operate within a progressive management philosophy. This is a full-time 40-hour per week position and compensation is rated between \$45,000 and \$55,000 a year.

Tamarack is committed to creating a diverse environment and strongly encourages candidates from historically underrepresented groups to apply.

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.