



## **FINANCE & BUSINESS PROGRAMS SPECIALIST**

Black Opportunity Fund (BOF) is seeking an energetic and motivated team player to fill the position of **Finance & Business Programs Specialist**.

**Black Opportunity Fund** is a community-led registered Canadian Charitable organization, whose mandate is to dismantle anti-Black racism by establishing a sustainable pool of capital to fund Black led businesses and Black led not for profits and charities, in order to improve the social and economic well-being of Canada's Black communities.

**REPORTS TO: Director, Finance & Operations**

### **ROLES AND RESPONSIBILITIES:**

Reporting to the Director, Finance & Operations, this position will support full cycle finance, accounting and operations as well as supporting, facilitating and tracking funding disbursements to grant and loan recipients, tracking metrics and reporting for funded businesses and community organizations. In addition to a background in accounting, the ideal candidate possesses related experience in a direct customer facing role in a banking or other financial institution.

BOF is supported by a full-service accounting firm in managing the accounting and payroll services, so this role will be a key coordinating function between BOF and the accounting firm.

The position will be responsible for:

- Supporting the day-to-day full cycle finance and accounting operations including but not limited to:
  - Reviewing and coding invoices for Accounts Payable, Accounts Receivable, and other general ledger support,
  - Generating invoices and maintaining registers as required,
  - Manages petty cash,
  - Assisting in Cash management,
  - Tracking and reporting on donations from multiple sources,
  - Supporting the timely month end finance close process leading to monthly, quarterly, and annual reporting and reviews,
  - Compiling and analyzing financial data and to assist in preparing reporting to various stakeholders (Funders, senior management, Finance & Audit Committee, Board, external auditors and regulators),

- Assisting in the coordination of service provider’s activities as required,
  - Supporting the annual external audit process,
  - Supporting the annual budgeting exercise,
  - Allocation of payments and performing reconciliations,
  - Other supporting tasks related to reporting and regulatory compliance,
- Finance and Compliance support for BOF lending and other funding programs, acting as liaison between our Programs and Finance teams.
    - Conduct reviews of loans and grant application recommendations from a finance operations/ banking compliance perspective,
    - Conduct reviews of financial reports from grant recipients,
    - Compile data to prepare reports to funders and management,
    - Coordinate meetings and loan recommendations of the BOF loan review committee.

**Competencies/Qualifications:**

- BBA or Assoc. Degree in Business, Accounting or related discipline
- An accounting designation is an asset,
- Experience in Banking operations is an asset,
- Strong finance control background with experience in building reporting and controls in a developing organization,
- Strong logic, analytical and problem-solving abilities,
- Solid planning and organizational skills with high attention to detail, accuracy, protocols and deadlines,
- Proficiency in MS Office – Excel, Word, PowerPoint, working with accounting software package(s)
- Experience with Adobe, SharePoint is an advantage,
- Experience in analyzing and manipulating large data sets,
- Demonstrated ability to communicate effectively and collaborate in a team environment with wide-ranging competencies,
- Bilingualism (French, English) is an asset,
- “Agile” mind-set, within the context of shifting priorities,
- Demonstrated skill in providing a high level of service to multiple customers,
- An understanding of the longstanding systemic barriers facing Canada’s Black communities, and resonance with the mandate and mission of Black Opportunity Fund.
- Excellent writing ability that is clear, concise, and analytic in style,
- Excellent communication, interpersonal, and customer service skills including solid presentation skills.

**Employee Benefits include:**

- Company Supplied Equipment (for remote work) - laptop, phone.
  - Non-traditional time off benefits - office closed between Christmas & New Year’s, closed Fridays in the summer,
  - Opportunity to work for an organization whose mandate involves significant social impact,

**Salary:                   \$70,000 - \$7500 per annum**

**Please submit a resume and cover letter**

to: Robert Hudson

Email: [robert@hudsongroup.ca](mailto:robert@hudsongroup.ca)

Please include in the email heading **“Re: Finance & Business Programs Specialist BOF”**

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly by the hiring department.

**Black Opportunity Fund** is committed to fostering a collegial work culture grounded in diversity and inclusiveness. We strive to build a team that reflects the diversity of the community we work in and serve, so we encourage applications from traditionally marginalized groups such as Black, Indigenous, and racially visible persons, persons with a disability, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.

BOF offices are situated in the TD South Tower at 79 Wellington Street West, downtown Toronto. Employees are currently working in a hybrid work arrangement with 2 days in office per week.

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