



## Finance Coordinator - Summer Intern Job Description

### About Black Opportunity Fund (BOF)

Black Opportunity Fund is a community-led, Black-led organization dedicated to dismantling the effects of systemic anti-Black racism by supporting Black-focused, Black-led, and Black-serving nonprofits, businesses, and initiatives across Canada. BOF mobilizes capital, partnerships, and long-term solutions that strengthen Black communities and create sustainable economic and social impact.

As a Finance Coordinator Intern, you'll contribute directly to this mission by supporting the financial operations that enable BOF to deliver meaningful programs and investments.

### About the Role

The Finance Coordinator Intern provides essential support to BOF's finance team, helping maintain accurate financial records, streamline processes, and ensure strong financial stewardship. This internship is ideal for students who want hands-on experience in nonprofit finance, accounting, or business administration while contributing to an organization with a powerful social purpose.

### Placement Details

- **Duration:** 16 weeks
- **Compensation:** \$22 – \$25 per hour
- **Location:** Toronto ON (Hybrid, 2 days per week in office)
- **Reporting to:** Finance Manager

### Key Responsibilities

- Assist with day-to-day financial operations, including Accounts Payable invoice processing, expense tracking, and other database building support,
- Support month-end and quarter-end closing activities by preparing reconciliations and updating financial schedules,
- Help maintain organized and accurate financial documentation in alignment with BOF's policies and audit requirements,
- Assist with the preparation of financial reports and presentations for internal teams and leadership,

- Assist with conducting basic financial analysis to support budgeting, forecasting, and grant reporting,
- Help coordinate meeting materials for finance-related meetings,
- Provide general administrative support to the finance department as needed.

## Qualifications

- In the 3<sup>rd</sup> or final year of completing a degree in Finance or Accounting, Business Administration, Economics, or a related field
- Strong analytical and numerical skills
- Strong knowledge and experience using Microsoft Excel and familiarity with other Office applications
- Excellent attention to detail and strong organizational abilities
- Strong communication skills and an eagerness to grow within a collaborative environment.
- Ability to work independently and as part of a team
- Prior experience in finance or accounting (coursework, co-op, or part-time work), is an asset
- Interest in social impact, community development, or nonprofit work

## Eligibility Criteria

This job is partially funded by Canada Summer Jobs and candidates must meet the following eligibility criteria:

- Be between 15 and 30 years old at the start of their summer job
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the job **and**
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
  - This includes having a valid Social Insurance Number at the start of their summer job

## What You'll Gain

- Hands-on experience with nonprofit financial systems, reporting tools, and operational workflows,

- Exposure to Finance Operating activities in a federally regulated charity with focus on finance operations, budgeting, forecasting, grant management, and financial analysis,
- Mentorship from experienced finance and operations professionals,
- Opportunities to contribute to meaningful work that supports Black communities across Canada,
- A deeper understanding of how financial stewardship drives impact in the nonprofit sector

## Work Environment

This internship is hybrid. You'll join a mission-driven, collaborative team committed to equity, transparency, and community empowerment.

## How to Apply:

Interested candidates are invited to submit a **resume and cover letter as a single PDF file** outlining their interest in the role and alignment with BOF's mission to:

[BOF\\_HR@blackopportunityfund.org](mailto:BOF_HR@blackopportunityfund.org)

## Posting Timeline

- **Post Date:** April 29, 2026
- **End Date:** May 13, 2026