



Job Title: **Finance Special Projects Volunteer**

Department: Financial Services

Reports to: Director, Finance and Administration

PROGRAM OVERVIEW:

The Finance Special Projects volunteer will work under the supervision of the Director, Finance and Administration on three main projects. Successful candidates will be a qualified CPA professional or hold one of the CPA's legacy designations (Chartered Accountant, Certified Management Accountant and Certified General Accountant). This is a great opportunity for a semi-retired or retired professional interested in utilizing their skills with a trusted social service agency.

POSITION SUMMARY:

The Finance Special Projects volunteer is responsible for the delivery of results on three key projects: review of previous agency HST/GST submissions; EHT application; and research in the area of real estate taxes under the supervision of the Director, Finance and Administration. The volunteer will have expertise in one or more of the following technical competencies: financial reporting; audit; management accounting; and/or finance and taxation.

It is estimated that these three projects will take approximately 30 – 40 hours of time. The work can be done remotely following a schedule of regular daytime meetings with the Director and adhering to an agreed-upon project timeline.

NUMBER OF AVAILABLE POSITIONS: 1

QUALIFICATIONS:

The ideal candidate for this position should possess the following skills and qualifications:

- Qualified CPA Professional (or hold one of CPA's legacy designations: CA; CMA; or CGA);
- Minimum of three (3) years' experience;
- Able to work with minimal supervision;
- Ability to communicate respectfully with diverse populations and cultures.

ORIENTATION/TRAINING:

The successful candidate will be provided with comprehensive orientation and training facilitated by the Director and/or their designate. Volunteers are also required to attend/participate in the following training sessions:

- Volunteer Orientation, On-Boarding and Safety Training (2 hours)
- On-line AODA Training (45-minutes)

TIME REQUIREMENT:

- Commit to a minimum of 3 hours per week to the projects.
- Attend all required orientation and training sessions as assigned.
- Attend all scheduled meeting with Director, Finance and Administration.

LOCATION: Dixon Hall – 58 Sumach Street, Toronto, M5A 3J7.

For more information and to apply, please contact:

Dixon Hall Neighbourhood Services Volunteer Department
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