



Position Title: Administrative and Accounting Assistant

Start Date: Immediately

End Date: March 31st, 2024

Hourly: \$22

Hours: Part Time, 5-10 hours per week.

This is a virtual position that requires the candidate to be available during regular business hours, Monday-Friday, 9-5 pm EST for pre-scheduled status updates and meetings, and prompt daily email correspondence.

Location: Virtual work-from-home opportunity (open to all across Canada).

ABOUT US

The [Ase Community Foundation for Black Canadians with Disabilities](#) is rooted in the principle of “For us, by us”, centring our voices, lived experience, and resistance through resilience to manifest change.

Through collective wisdom, cross-movement solidarity, and boundless talents, we identify and dismantle structural and societal inequities that perpetuate stigmas and adversely impede all aspects of life and well-being for Black people with disabilities.

Our mission is to disrupt disparities at the intersection of Blackness, disability, and gender; driving a cultural shift that supports the collective liberation of our community.

We cultivate access for all through education and awareness, collaborative knowledge sharing, research and policy, and youth empowerment anchored in a national Black Accessibility Knowledge Hub.

JOIN THE CONVERSATION!

VOLUNTEER WITH ASE!

BECOME A MEMBER!

connect@asecommunityfoundation.com

www.asecommunityfoundation.com

[f @ASEcommunity](#) [t ASE Community Foundation](#) [@ASEcommunity](#)

POSITION SUMMARY

The Administrative and Community Programs Coordinator will be responsible for the coordination of all organizational administration, events, communication and marketing/social media, and community initiatives; including the Black Accessibility Knowledge Hub, Kandake Fellowship program, and Real Knowledge Series.

Office Administration

- Provide direct administrative support to the board of directors executive team, board committees, Senior Manager, and staff.
- Execute day-to-day administrative responsibilities and assist with finance including; daily email correspondence, payroll, budget coordination, financial reconciliation and variances, expense tracking, invoices, deposits, and other financial matters;
- Maintain, update, and build partnership and community database
- Coordinate office protocols, financial systems processes, and documentation
- Assist with HR processes, timesheets, and accommodation requests
- Develop monthly and annual reports, presentations, and briefing documents
- Coordinate board of director meetings, write meeting minutes, and update project plans
- Research existing and upcoming grants and develop a grant-tracking excel sheet
- Act as the organization's first point of contact, responding to general inquiries and concerns in a professional manner; emails and phone communications
- Other duties as assigned.

Accounting Assistant

- Assist in the review of financial processes and provide continuous improvement to existing processes and procedures
- Process reimbursements, accounts receivable and accounts payables
- Assists with routine month-end and year-end processes and reconciliation as needed
- Assist with calculating and preparing payroll
- Assist with final reports and proposal budget writing.
- Must have excellent proficiency with using Quickbooks, Google sheets, excel sheets.
- Maintaining an up-to-date, complete, and virtual filing system to support book-keeping and financial reconciliation
- Apply financial and accounting knowledge and implement financial systems and efficient administrative processes and data management tools
- Perform data entry and other accounting and finance assignments as needed

JOIN THE CONVERSATION:

VOLUNTEER WITH ASE!

BECOME A MEMBER!

connect@asecommunityfoundation.com

www.asecommunityfoundation.com

 @ASEcommunity  ASE Community Foundation  ASEcommunity

Qualifications and Experience

- Diploma or Degree in Accounting, Economics or Business Administration or equivalent combination of education and work experience. (including training programs in accounts payable)
- 2 years work experience; experience in accounting
- Proficient with Microsoft Office suite and/or G-Suite; and web-based financial systems, QuickBooks, Wave, and other online accounting tools is an asset.
- Working knowledge and experience using Microsoft Office (Word, Access, Excel, Outlook)
- Strong organizational, problem-solving and analytical skills;
- Extremely detail-oriented and accurate with the ability to multitask
- Working in not-for-profits is an asset.
- Ability to exercise professionalism and sound judgment in conflict and stressful situations
- Strong administrative and organizational skills
- Strong communication skills and time management skills.

Assets

- Experience working in a non-profit office environment and on team projects
- Knowledge of disability, equity, and Black community initiatives, and a willingness to learn

Please submit a cover letter and resume by Wednesday, October 4, 2023, at 11:59 PM (EST) by email with the subject line “Administrative and Accounting Assistant Application”, directed to the Senior Manager at connect@asecommunityfoundation.com.

We are committed to a fully accommodated and seamless hiring process experience.

Please let us know how we can support you throughout this process. This includes accommodations and other requests.

ASE Community works within an advanced anti-oppression, disability justice, critical race theory, and Black feminist framework; that actively challenges and works to dismantle systems of oppression; disrupting anti-Black racism, ableism, gender, and LGBTQ2S violence, and intersectional identities within the Black diaspora.

ASE Community focuses on Black folk with disabilities; we strongly encourage and prioritize candidates with lived experience within the Black Community in Canada to apply!

JOIN THE CONVERSATION!

VOLUNTEER WITH ASE!

BECOME A MEMBER!

connect@asecommunityfoundation.com

www.asecommunityfoundation.com

 @ASEcommunity  ASE Community Foundation  ASEcommunity

We thank all applicants for their interest but only those selected for further consideration will be contacted. Please check out our website and become a member of our community.

More information or to become a volunteer, visit us at <https://asecommunityfoundation.com/>

JOIN THE CONVERSATION!

connect@asecommunityfoundation.com

VOLUNTEER WITH ASE!

BECOME A MEMBER!

www.asecommunityfoundation.com

 @ASEcommunity  ASE Community Foundation  ASEcommunity