



Position Title: Finance and Accounting Assistant

Positions: 1

Hourly: \$20/hr

Hours: Full-time (35 hours/week)

Duration: June 19, 2024 - August 16, 2024 with the possibility of an extension

Location: Currently a virtual work-from-home opportunity (open to all across Canada) with possible in-person meetings.

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.

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connect@asecommunityfoundation.com

www.asecommunityfoundation.com

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POSITION SUMMARY

ASE Community Foundation is looking for a student who will coordinate the administration of financial tasks, including budget forecasting, reconciliations, and strategies, payroll, invoices, and day-to-day financial responsibilities as assigned. This position will gain valuable and practical experience managing organizational finances while working independently and under the guidance of the Senior Manager.

Key Responsibilities

- Assist in the review of financial processes and provide continuous improvement to existing processes and procedures
- Assisting in maintaining books of accounts, including but not limited to preparing cheques, coding and posting invoices, preparing deposits, verifying and processing employee expense reimbursement etc.
- Assists with routine month-end and year-end processes and reconciliation as needed
- Maintaining an up-to-date, complete, and systematic filing system to support book-keeping and financial reconciliation
- Perform data entry and other accounting and finance assignments as needed
- Education and experience in finance and administration
- Apply financial and accounting knowledge and implement financial systems and efficient administrative processes and data management tools
- Research existing and upcoming grants and develop a grant-tracking excel sheet
- Other duties as assigned

Qualifications and Experience

- Excellent math and analytical skills
- Proficient in budgeting, financial administration, and processes
- Demonstrated ability to work independently and effectively allocate your time to complete important productive tasks
- Strong organizational and priority settings skills
- Contribute to a collaborative team environment
- Ability to analyze, model and interpret data
- Interested in management, finance, economics, and strategic planning
- Experience working and/or volunteering within finance.
- Experience working with/within BIPOC/disability organizations/groups is an asset
- Proficient with Microsoft Office suite and/or G-Suite; and web-based financial systems, QuickBooks, Wave, and other online accounting tools is an asset.
- Passionate about dismantling anti-Black racism and ableism
- Team player who will contribute to a collaborative team environment




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Eligibility

- Be between 15 and 30 years of age at the beginning of the employment period
- 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 employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please submit a cover letter and resume by June 6, 2024 by 11:59 PM to youth@asecommunityfoundation.com and also let us know what you may need during the application and interview process.

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!

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/>

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