

## JOB POSTING

### Finance and Administration Coordinator

Location: Hybrid – 1-2 days in-office (Toronto)

Reports to: Director of Operations and HR

Job Type: Full-Time, Permanent

Salary Range: \$60,000 – \$65,000 per year and benefits.

#### **About CCHR**

The Canadian Centre for Housing Rights (CCHR) is one of Canada's oldest charities working to advance the right to adequate housing. Founded in 1987, CCHR has worked tirelessly for over 38 years at the intersection of human rights and housing and is one of Canada's leading NGOs working in social and economic rights. CCHR works to advance the right to adequate housing by:

- **Serving clients to help them stay housed:** CCHR provides free services to tenants facing eviction and human rights violations in their housing, and we are experts in these fields. Each year, we provide services to over a thousand tenants, and we are highly effective in ensuring that some of the most vulnerable Ontario renters remain in their homes.
- **Providing education and training about housing rights:** CCHR provides public education and training on housing rights and human rights in housing to diverse groups across Ontario, reaching approximately 4,000 people annually. We work with community partners to train individuals and communities about their housing rights and how to assert them, and we engage with landlords to educate them about their obligations as housing providers.
- **Advancing rights-based housing solutions:** CCHR advances rights-based housing solutions through research, policy development, advocacy, and law reform. Notable achievements include setting a legal precedent preventing landlords from discriminating against renters who receive social assistance, launching a constitutional challenge against the federal government for failing to take action against homelessness, and coordinating the Right to Housing Toronto (R2HTO) network.

#### **Working at CCHR**

CCHR is a collaborative and cross-functional team of about 30 motivated professionals working across Canada, linked by our commitment to advancing the right to housing. Over the past three years, the organization has grown fivefold, expanded our work nationally, and developed innovative ways to engage communities, individuals, and organizations to support rights-based housing solutions. CCHR's 2024-27 strategic plan aims to tackle Canada's housing affordability crisis head-on through initiatives that promote affordability, equality, and security of tenure across the country.

## **Position Summary**

The Finance and Administration Coordinator plays a central role in supporting the operational backbone of our organization. With a primary focus on accounts payable/receivable, reconciliation, payroll, and HRIS support, and administrative coordination, this position ensures that key financial and administrative functions are carried out with accuracy and efficiency. The ideal candidate brings strong technical skills, attention to detail, and a service-oriented approach to working in our dynamic, mission-driven team.

## **Key Responsibilities**

### ***Finance***

- Manage day-to-day accounts payable and receivable processes, including coding, payments, and deposits in QuickBooks and Dext.
- Perform regular reconciliations of bank, credit card, expenses, and statements.
- Support the month-end and year-end financial processes with the accountant.
- Maintain financial documentation by internal policies and procedures, audit, and funding requirements.
- Prepare reports and financial summaries using advanced Excel.
- Utilize software tools such as Dext for processing receipts and invoices.
- Manage vendor and supplier payables and receivables documentation.
- Assist with payroll processing and related reporting.
- Support financial tracking for grants and project-specific budgets.

### ***General Administration***

- Provide day-to-day administrative support, including internal communications, scheduling, meeting coordination, agenda preparation, and minute-taking.
- Manage office systems, including document organization through SharePoint.
- Administer and manage the voicemail system and phone service providers.
- Liaise with the external IT service provider to coordinate and escalate requests.
- Coordinate procurement and maintain vendor, contractor, and supplier records.
- Manage office supplies and subscriptions, coordinate mail and courier services.
- Maintain shared calendars, filing systems, and workflow documentation.

### ***HR Administration***

- Assist with onboarding and offboarding tasks.
- Maintain accurate and up-to-date HR records and data.
- Maintain and update employee information in SharePoint and HRIS system.
- Provide administrative support for payroll and benefits administration .
- Coordinate internal HR processes such as training, leave tracking.
- Ensure discretion and confidentiality with sensitive HR and payroll data.

### **Qualifications**

- Minimum 5+ years of experience in office administration and accounts payable/receivable and payroll processing.
- Proficient in MS Office, SharePoint, QuickBooks, Adobe Pro, and HRIS systems.
- Advanced Excel skills required (formulas and conditional formatting).
- Experience with project management and software such as Asana, MS Project,
- Knowledge of privacy, confidentiality, and data security best practices.
- Strong attention to detail, problem-solving, and analytical skills.
- Excellent communication and people skills.
- Proven ability to prioritize, juggle multiple tasks, and take initiative.
- Ability to work independently with minimal supervision.
- High degree of discretion and professionalism in managing confidential data.
- Charity or nonprofit experience is a strong asset.

### **Skills and Attributes**

- Excellent organizational, analytical, and problem-solving skills.
- Strong strategic thinking, political acumen, diplomacy, discretion, and judgment.
- Ability to work under pressure and adapt quickly to shifting priorities.
- A proactive, flexible attitude with a focus on impact and quality.
- Proficiency in French or other languages is considered a strong asset.

We recognize and value the unique perspective that people with lived experience of poverty and/or precarious housing bring, in addition to the qualifications listed.

### **Working Conditions**

This is a hybrid role; most work is performed remotely; flexible in-person work (1-2 days/week) is required at our Toronto office.

Standard business hours apply, with some flexibility.

### **Physical Requirements**

- Reliable home office setup suitable for remote work, including stable internet and a quiet work environment.
- Extensive computer use and prolonged periods at a workstation.
- Frequent participation in virtual meetings and use of telecom tools effectively.
- Some lifting of equipment or supplies up to 30 lbs.
- On-site work in a small office space.

### **Benefits**

- Health and Dental benefits
- Accidental Death & Dismemberment (AD&D) insurance
- Long-term disability insurance
- Life insurance
- Employer-sponsored RRSP (Registered Retirement Savings Plan),
- Group and individual professional development opportunities.

### **Paid Time Off**

- Four weeks (20 days) of paid vacation annually
- 10 paid sick days per year
- Birthday off
- Office closes Dec 25-Jan 1<sup>st</sup> and Friday afternoons in summer.

### **To apply for this job**

Applications should include a resume and cover letter in one PDF document submitted by email to [opportunities@housingrightscanada.com](mailto:opportunities@housingrightscanada.com) with the subject line: *Application – Finance and Administration Coordinator*. **CLOSING DATE: August 29th, 2025.**

At CCHR, we believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, racial, ethnic, and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.

We are committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation. We will provide accommodation during the hiring process upon request, and information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted. **No telephone or email enquiries, please.**