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ACCOUNTING COORDINATOR

- TITLE:** Accounting Coordinator
- REPORTS TO:** Senior Manager, Finance & Business Services
- LOCATION:** 190 Hanlon Creek Blvd., Guelph ON
- TYPE:** Part-Time (28 hours/week), Contract (12 months)
This position is open due to a vacancy.

Are you looking for a career that combines professional expertise with a passion for helping animals? Are you an organized numbers person who wants to use your skills to make a real difference in your community? Do you thrive in a dynamic role where your financial precision directly supports animal welfare? If you answered yes to any of these questions, then the Guelph Humane Society (GHS) wants to meet you!

The Opportunity:

GHS is on the lookout for an Accounting Coordinator to join our team for a 1-year contract working 28 hours per week. This is your chance to play a vital, behind-the-scenes role in helping animals in need—by ensuring our financial operations run seamlessly so our team can save lives every day. There is also exciting potential for this contract to transition into a permanent, full-time position in 2027.

Reporting to the Senior Manager, Finance & Business Services, you will be the backbone of our day-to-day finance, accounting, and payroll processes. In this role, your financial precision directly drives our mission forward: your week will include balancing accounts payable and receivable, executing critical reconciliations, and keeping our financial records spotless. You will also champion our payroll support, ensuring accurate data entry, strict compliance, and total confidentiality. We are looking for an organized, detail-oriented collaborator who thrives in a dynamic environment and is ready to represent GHS with professionalism, positivity, and a genuine passion for animal welfare.

What You'll Do:

Accounting & Finance Support

- Assist with day-to-day financial transactions, including accounts payable, accounts receivable, and bank reconciliations.
- Multi-Platform Revenue Reconciliation: Manage complex monthly revenue and expense reconciliations for events and programs across external platforms to ensure alignment across departmental record-keeping.



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- Proactive Cost Auditing: Continuously monitor and audit vendor invoices to identify budget variances, apply platform discounts, and maximize cost recovery.
- Accounts Receivable Tracking: Maintain rigorous, regular follow-ups on outstanding invoices to accelerate incoming cash flow.
- Record-Keeping: Maintain accurate financial records, ensuring all supporting documentation is properly filed and organized.
- Year-End Support:
 - Assist with month-end and year-end reconciliations, and support the tracking and reporting of grants, donations, and program funding.
 - Maintain accurate, audit-ready financial records, ensuring all supporting backup documentation and signature files are filed electronically to eliminate backlogs.
- Management Support: Coordinate with management to support budget initiatives and projects. Support the preparation of internal financial reports for management and the Board of Directors.

Payroll Support

- Assist with the collection, review, and ensure accuracy of employee timesheets and payroll data.
- Maintain and update payroll records, ensuring compliance with organizational policies and employment standards.
- Provide support throughout the payroll process, including proactively monitoring payroll software for accuracy, confidentially executing payroll adjustments, and consistently auditing timesheets and payroll registers for contract compliance.
- Cross-train in internal payroll workflows to provide seamless coverage for the department during staff absences or vacations.
- Support the payroll process by preparing reports, assisting with payroll reconciliations, and handling confidential employee inquiries.

Administrative & Compliance Support

- Maintain financial and payroll files in accordance with organizational policies and audit requirements.
- Support the preparation of materials and revenue tracking for peak compliance periods, including pre-audits, annual charity audits, T4 preparation, HST filings, and extensive T3010 charitable return tracking.
- Assist with tracking employee vacation, sick time, and other entitlements while ensuring confidential handling of all employee files and financial information.
- Assist with the administrative onboarding and offboarding protocols for new hires and support the maintenance and deployment of internal task management tools



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Our Ideal Candidate

- **Required:** Minimum of 2-3 years of relevant experience in an accounting or finance role, including support to payroll processes.
- **Required:** Minimum of 2-3 years of relevant experience with QuickBooks Online accounting software.
- **Asset:** Post-secondary education in accounting, bookkeeping, finance, or a related field.
- **Asset:** Robust knowledge of federal and provincial legislation affecting charities and charitable status, including Canada Revenue Agency (CRA) regulations and T3010 tracking frameworks.
- Strong understanding of basic accounting principles and financial processes.
- Familiarity with payroll processes and related legislation (experience supporting payroll is required, but full payroll processing is not required).
- Exceptional attention to detail, strong time-management skills, and a proven track record of handling high-volume clerical backlogs or document remediation.
- Ability to maintain absolute confidentiality and handle sensitive financial and payroll information with discretion.
- Demonstrated experience or comfort working within diverse digital systems, ideally including e-commerce, donation, or scheduling platforms.
- Strong communication skills and the ability to work collaboratively with team members across the organization.
- Proficiency in Microsoft Office, particularly Excel.
- Demonstrated ability to work in team environment and communicate effectively with a variety of departments.
- Accounting and financial management acumen; knowledge of generally accepted accounting procedures and protocols, budget development/ administration and financial forecasting, analysis and reporting.
- Willingness to work in environment with animals.

Who We Are

Founded in 1893, the Guelph Humane Society is a registered charity that provides care and shelter for approximately 3,000 homeless, stray, injured and abused animals each year in Guelph and Wellington County.

The Guelph Humane Society's (GHS) Strategic Plan, Charting Our Future Direction (2024 - 2027), sets out GHS's commitment to creating a compassionate world where all animals are valued and respected and one that is deeply rooted in our values of compassion, leadership, integrity, transparency and collaboration. The opportunity to advance the



welfare of animals through care, education, community engagement and relationships has never been greater.

Animal welfare is at the heart of our mandate, and therefore at the centre of everything we do. You must have a strong commitment to animal welfare and be keen to learn more about how this philosophy fits into our work.

What We Offer

- Part-Time (approx. 28 hours/week) contract position
- Compensation Range: \$24 - \$26.50/hour
- Employee assistance program
- Opportunities for professional growth and development
- Being part of an amazing, passionate, mission-driven team making a difference for animals and the community!

How to Apply

Please forward a **resume and cover letter (including salary expectations)** to Sarah Herold, Senior Manager, Finance & Business Services at careers@guelphhumane.ca.

Please indicate Accounting Coordinator in the subject line of your application.

Applications will be reviewed on a rolling basis up to June 15th at 5pm.

Applications will be reviewed as they are received. The posting will remain open until the position is filled. We welcome diversity, value differences, and foster inclusion in our employment practices. We invite applications from all qualified individuals who are philosophically aligned with our mission, vision, and values.

GHS welcomes and encourages applications from individuals with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment process.

Guelph Humane Society does not use artificial intelligence (AI) or automated decision-making tools to screen, assess, or select job applicants. All applications are reviewed by human decision-makers. This posting may be advertised or received through third-party platforms (such as Indeed), which may use automated systems unrelated to candidate evaluation by GHS.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. Candidates selected for an interview will be notified within 45 days of their interview date as to the status of their application.