



February 28, 2020

JOB POSTING

Position: Grants & Finance Assistant
Type: permanent full-time
Starting salary: \$39,000 per year
Start Date: April 2020

Summary:

The Grants & Finance Assistant provides administrative and clerical support for the delivery of TAC grant programs, as well as bookkeeping and file management support, general office assistance and relief at the reception desk as required.

Granting Responsibilities include:

- Providing phone support to applicants using *TAC Grants Online* application system.
- Retrieving and reporting data from the online grants system on request.
- Providing basic program information to prospective applicants.
- Providing support to Grants Program Managers in processing applications.
- Providing support for adjudication meetings, including room set-up and clean-up
- Assisting with the processing of direct deposit / electronic file transfer payments

Accounting Responsibilities include:

- Processing bills and vendor invoices for payment
- Maintaining files and electronic records
- Updating and maintaining vendor files, payment file system
- Assisting with a year-end audit and T4A filing

These activities will be determined in consultation with the Director of Granting and the Finance Officer

Key qualifications/requirements:

This position requires strong organizational skills, attention to detail and the ability to multi-task. **A positive attitude and willingness to “pitch in” and help out when needed is required.** As a support to several staff members and a possible first contact for callers requesting program information, this position requires a helpful and welcoming attitude and a commitment to customer service.

The successful candidate will be proficient with Windows-based software (Word, Excel), will be comfortable setting up and operating audio-visual equipment and will be capable of working collaboratively within a small office environment. Knowledge of online data systems

and file management, and basic knowledge of accounting principles and software is an asset.

Occasional evening work is required.

Conflict of Interest restrictions:

The successful candidate may not work in any paid capacity with organizations and collectives that apply to or receive funding through TAC grants programs.

To apply:

Please submit cover letter and resume in a single PDF document by 5:00 pm on March 13, 2020 by email only to Andrew Suri, Director of Granting, andrew@torontoartscouncil.org and specify *Grants & Finance Assistant* in the subject line.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No telephone inquiries please.

Toronto Arts Council is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP. Accommodations are available on request for candidates taking part in the selection process.