



## Now Hiring: Finance Administrator

London Community Foundation | London, ON

The London Community Foundation (Foundation) is looking for an individual wishing to combine their passion for community with a fulfilling career opportunity. We are currently seeking a candidate for the full-time position of **Finance Administrator**. This is a new position in our growing team that will contribute to the Foundation's vision of transforming generosity into hope, action and lasting community impact in London, Middlesex, and neighbouring First Nations. The Foundation's employees enjoy a culture of respect, camaraderie, and challenge along with a good dose of fun!

### Overview

Reporting to the Director, Finance, you will process various accounting transactions (donations, grants, and accounts payable) and be a key financial support for all departments.

### Roles & Responsibilities

- Coordinates Accounts Payable function including review, approval and input of invoices and grants, preparation of outgoing wires and cheques, monitoring bank accounts and petty cash.
- Preparation, review and payment of expenses and reimbursement claims for staff in accordance with the Foundation's budget and with CEO, Director, Finance or Board approval.
- Processing of donations includes preparing tax receipts, entering of information in customer relationship management (CRM) software, bank deposits.
- Supports monthly reporting processes, including general ledger reports and banking activity.
- Prepares reporting for annual regulatory requirements (e.g., CRA/T3010, HST).
- Assists with annual audit by providing required documentation to auditors.
- Provides procurement support to Senior Management team, Exec Admin where applicable, or as needed.
- Maintains donor and vendor records.

### Educations / Experience

- College Diploma or equivalent experience in Accounting or Finance is preferred.
- Completed post-secondary education in Accounting, Office Administration, or a combination of education and experience in these areas would be an asset.
- A minimum of 1-2 years' relevant experience in an administrative or accounting role (i.e., accounts receivable, accounts payable, etc.).

## **Qualifications**

- Meticulous attention to detail and well organized.
- Proficient in Microsoft Office skills (Excel, Word), Accounting System & Software support.
- Experience with CRM or equivalent financial / donation management tool would be an asset, but not required.
- Experience in a Foundation or not-for-profit agency would be an asset, but not required.
- Ability to work independently and as a team member to meet required deadlines.
- Professional, cooperative, and enthusiastic.
- Excellent people and communication skills.
- Successfully undergo a criminal record check.
- Flexible, able to respond to multiple demands and prioritize.

## **Hours of Work**

- 5 days per week, primarily during weekdays.
- The Foundation does offer flexible work arrangements.

## **Location**

- Office is in London's vibrant Covent Garden Market and its employees work both on-site and remotely.

## **Compensation**

- The Foundation offers a competitive compensation package and comprehensive benefit plan, including health, dental, and vision.

## **Equitable Employment Opportunity**

The Foundation is dedicated to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment in accordance with the Ontario Human Rights Code.

Applications are welcomed from a broad range of applicants.

## **To Apply:**

- Prepare a resume and cover letter, combined into a single document.
- Email your application document to: [finance@lcf.on.ca](mailto:finance@lcf.on.ca) before 4:00 PM EST on July 13<sup>th</sup>, 2026

For questions, including accommodations, email our team at the address above or call: 519-667-1600.

All applicants will be acknowledged. The interview format and any relevant documents will be provided to candidates invited for a first interview.

## About London Community Foundation:

At London Community Foundation, we connect people who care with causes that matter, transforming generosity into hope, action, and measurable impact. We work directly with people and charities across London, Middlesex and neighbouring First Nations to create personalized giving that is easy, flexible, and meaningful. [www.lcf.on.ca](http://www.lcf.on.ca)



London Community Foundation, its volunteers, staff, and donors live and work on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak, and Attawandaron Nations. We wish to engage in and inspire action and commitment towards Reconciliation. To us, this means in our decisions and through our actions we want to build relationships with Indigenous communities. As well, we want to set an example for all our partners and friends. This means speaking the Truth and building a better world where Indigenous peoples feel at home to live their lives, build their cultures, and prosper.