Specialist, Finance and Operations

Existing vacancy. No AI used in screening or selection.

Founded in 2011 by His Majesty King Charles III, The King's Trust Canada (TKTC) is a national charity that helps young people build the skills, networks, and experiences they need to live, learn, and earn. Guided by our values of Teamwork, Respect, Understanding, Support, and Transparency (TRUST), TKTC delivers participant-centered programming and meaningful partnerships that support young people aged 15–24 from primarily underserved communities to access, engage in, and succeed in meaningful economic opportunities.

Reporting to the Director, Finance and Operations, the Specialist, Finance and Operations leads day-to-day accounting, financial administration, and reporting while providing important support for office operations, facilities, IT, procurement, and vendors. The role maintains accurate records, timely reporting, and effective controls, enabling the Director to focus on financial planning, forecasting, and departmental support.

Working collaboratively and cross-functionally, the Specialist manages full-cycle accounting, month-end close, reconciliations, payroll, regulatory filings, and audit preparation. The role also supports budgeting, funder reporting, financial systems, and operational improvements, combining technical accounting skills with sound judgment and service orientation.

Please Note: This full-time role has a hiring range of **$72,000–$82,000** and includes an employee benefits program and three (3) weeks' vacation, plus winter closure.

This is a hybrid role requiring three (3) days per week at our downtown Toronto office. Occasional work outside standard hours, including attendance at evening or weekend events, may be required. Occasional travel within the GTA/across Canada may be required.

RESPONSIBILITIES

Accounting, Payments & Month-End Close

- Lead full-cycle accounting in QuickBooks or other financial systems, including accounts payable, expenses, cash transactions, donation records, and supporting documentation.
- Issue funder invoices in accordance with agreement terms and payment schedules, follow up on receivables, and prepare monthly aging reports for Director review.

- Prepare payment batches through Plooto or similar platforms for authorized approval and release, maintaining segregation of duties; obtain Director approval for changes to banking or vendor payment details.
- Own month-end close, including accruals, prepaids, deferred revenue, payroll-related entries, credit cards, and supporting schedules; prepare monthly financial statements for Director review.
- Complete monthly reconciliations of balance sheet accounts, including bank, securities, payroll clearing, and credit card clearing accounts, resolving discrepancies promptly.
- Maintain fund and grant accounting, tracking restricted contributions, deferred revenue, and spending against agreements.

Payroll, Regulatory Compliance & Audit

- Process semi-monthly payroll, including timesheets, hires, departures, and compensation or benefits changes approved by People and Performance; submit registers for Director approval before funding.
- Prepare regulatory returns, including T3010, HST, T4/T4A, EHT, and WSIB filings and reconciliations, and file only following documented review and approval by the Director.
- Maintain authorized access to CRA, ONT-TAXS, and WSIB filing systems within delegated authority.
- Lead year-end audit preparation, maintaining schedules and supporting records and serving as the first point of contact for auditor requests.

Financial Reporting, Budgets & Forecasting

- Prepare monthly budget-versus-actual reports by program, department, and funder, including initial variance commentary for Director review.
- Update organizational forecast models with actuals and assumptions supplied by the Director and budget holders.
- Maintain bid and proposal costing templates, including staffing, overhead, indirect costs, and in-kind contributions, and support funding application budgets.

- Prepare funder financial reports with program and fundraising teams, meeting contractual requirements and deadlines.
- Support annual budgeting through departmental submissions, templates, and approval tracking; prepare financial summaries for leadership, committees, and Board materials.

Office Operations, Procurement & Vendor Coordination

- Coordinate procurement requests, approvals, and contract tracking for vendors, consultants, suppliers, and funding agreements, including renewals, reporting obligations, and follow-up.
- Coordinate office facilities, supplies, equipment, courier services, and inventories, including gift card and transit-item controls.
- Act as a first point of contact for office maintenance, IT, phones, and equipment, liaising with external providers and escalating complex issues.
- Coordinate IT and workplace onboarding/offboarding with People and Performance, including equipment, access, and workspace readiness.
- Support technology and cybersecurity policies, health and safety, safeguarding administration, and Joint Health and Safety Committee follow-up.

Finance Systems, Controls & Process Improvement

- Maintain and update finance and operations policies, SOPs, internal controls, checklists, forms, and training materials, including document version control.
- Identify opportunities to streamline and automate finance and operations processes using accounting integrations, AI tools, and other digital technologies.
- Maintain finance and operations inboxes, trackers, calendars, and records.
- Act as a practical finance resource to budget holders on coding, spending, and budget questions; escalate issues requiring Director-level decisions.

General Duties

- Collaborate cross-functionally to support Finance and Operations and organizational priorities.

- Prepare reports, presentations, and briefing materials for departmental and organizational needs.
- Provide guidance and oversight to current or future direct reports, interns, students, contractors, or volunteers contributing to the department or organization.
- Support organization-wide events and initiatives, including occasional on-site setup, teardown, coordination, and related logistical support.
- Perform other duties or special projects, as assigned, to support departmental or organizational priorities.

QUALIFICATIONS, SKILLS & ATTRIBUTES

Qualifications

- Post-secondary education in accounting, finance, business administration, or a related field, or equivalent experience.
- Minimum 4–6 years of progressive accounting or finance experience, including full-cycle accounting and month-end close.
- Experience with accounts payable and receivable, reconciliations, payroll, regulatory filings, financial statements, and audit preparation.
- Experience with nonprofit fund accounting, restricted grants, funder reporting, and CRA charity requirements, including T3010, donation receipts, and the disbursement quota.
- Experience preparing budget-versus-actual reporting, variance analysis, financial forecasts, or funding proposal budgets.
- Working knowledge of QuickBooks and payment platforms such as Plooto; CRM, database, or document-management experience is an asset.
- CPA designation, or progress toward CPA certification, is a strong asset.
- Experience coordinating office operations, facilities, vendors, or IT support is an asset.
- French language skills are an asset.
- Eligibility to work in Canada.

Skills & Attributes

- Advanced Excel skills, including financial models, lookups, and pivot tables; proficiency with Microsoft Office Suite, SharePoint, finance systems, payment platforms, HRIS, project management tools, collaboration technologies, AI tools, and emerging technology.
- Strong analytical skills, with the ability to interpret financial results and explain variances clearly to non-finance colleagues.
- Sound understanding of internal controls, confidentiality, and segregation of duties in a small-team environment.
- Strong organizational, planning, time management, and follow-through skills, with accuracy and attention to detail across recurring processes and deadlines.
- Strong written and verbal communication skills, service orientation, and professional judgment with staff, vendors, and external providers.
- Practical problem-solving skills, with the ability to identify issues, recommend solutions, and adapt to evolving priorities while working collaboratively across departments.
- Commitment to equity, diversity, inclusion, accessibility, accountability, and values-based service.

WHAT WE OFFER

- Salary commensurate with experience.
- Lieu-time eligibility for occasional evening and weekend work in support of organizational initiatives or events.
- Comprehensive employee benefits package, including Health / Drug / Dental coverage, Employee Assistance Program, Life Insurance, and STD/LTD benefits.
- Three weeks' vacation, plus winter closure.
- Paid Time Off (PTO).
- Group RRSP with matching employer contributions.

- Opportunities for professional development and career growth.

HOW TO APPLY

Submit your cover letter and resume in a single PDF to humanresources@kingstrust.ca. Subject line: "**Specialist, Finance and Operations**". Applications accepted until **Sunday, November 22, 2026, at 11:59 PM** and reviewed on a rolling basis, so early submission is encouraged. Only those selected for an interview will be contacted.

TKTC is committed to inclusive and accessible hiring. Accommodations are available upon request.