Upper Canada Leger Centre for Education & Training
133 King Street West, PO Box 337
Brockville, Ontario K6V 6Z1

Tel: +1-613-498-5037

Job Posting: Financial Coordinator

Upper Canada Léger Centre for Education & Training (UCLCET)
Location: Brockville, Ontario (with some flexibility to work remotely during the week)
Job Type: Full-time, Permanent

About Us
The Upper Canada Léger Centre for Education & Training (UCLCET) is a not-for-profit organization dedicated to supporting student success, community programs, and international education initiatives across Eastern Ontario. We are seeking a skilled, experienced, and values-driven Financial Coordinator to coordinate the Centre's financial management and support its mission-focused work.

Position Summary
The Financial Coordinator oversees all aspects of UCLCET's financial operations, including corporate accounting, financial reporting, regulatory compliance, internal controls, and budget development. This role is critical to ensuring the Centre meets legal, accounting, and funder requirements, and provides financial leadership to support new initiatives and growth.

This position reports directly to the Executive Director.

The role is based in Brockville, Ontario, with some flexibility for partial remote work during the week.

Key Responsibilities

Financial Management & Reporting
- Coordinate all financial operations for the Centre, including the Student Nutrition Program and International Education Program
- Assist in the preparation of annual budgets, conduct daily reconciliations, and monitor all financial transactions.
- Produce monthly, quarterly, and year-end financial statements and updates for the Executive Director, Board of Directors, Ministry, and funders.
- Conduct annual internal audits and maintain compliance with all applicable regulations and reporting requirements.

Accounting & Compliance
- Coordinate general ledger functions, audits, monthly close, and full year-end procedures.
- Ensure accuracy in payroll, invoices, payments, direct deposits, and expense processes.
- Apply CRA requirements for non-profit agencies and maintain accurate, timely tax-related filings.
- Maintain and update internal control policies and procedures.

Technology & Systems
- Use accounting and financial software such as Excel, Sage 50, RBC Express, and other tools as needed.
- Introduce updated processes, systems, and efficiencies to strengthen financial operations.

Leadership, Support & Mission Advancement
- Provide reliable financial guidance to staff, leadership, and the Board of Directors.
- Adapt financial practices to support new organizational directions and initiatives.
- Maintain high ethical standards, confidentiality, and professionalism in all aspects of work.

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Qualifications

Required

- Chartered Professional Accountant (**CPA**) designation.
- Minimum **5 years of experience** in accounting or financial management.
- Demonstrated ability to manage budgets, reporting, and internal control systems.

Assets

- Knowledge of French.
- Experience in non-profit or multi-program environments.

Personal & Professional Attributes

The ideal candidate is:

- Highly attentive to detail and accuracy.
- Honest, reliable, and committed to the highest professional standards.
- Skilled at managing multiple priorities calmly and efficiently.
- Comfortable with adopting new technologies, systems, and workflows.
- Patient and collaborative when guiding colleagues on financial processes.

Why Work With Us?

- Opportunity to support meaningful community and educational programs.
- A collaborative, mission-driven team environment.
- Flexibility for partial remote work.
- Strong alignment with public education and community development values.

How to Apply

Please submit your résumé and a cover letter outlining your relevant experience and interest in the role.

Application Deadline: Friday, December 13, 2025 (end of day).