

Job Opening: Financial Assistant

About this opportunity

Actua is Canada's leading science, technology, engineering, and mathematics (STEM) outreach organization, preparing youth to be innovators and leaders by engaging them in exciting and accessible experiences that build critical skills and confidence. We focus on engaging the hardest-to-reach youth in Canada ensuring they have the opportunity to develop essential STEM skills. Actua represents and supports a network of 40+ members located at universities and colleges across Canada and provides this network with resources, funding, and advocacy at the national level.

Actua is actively seeking a detail-oriented **Financial Assistant** to join our team. In this role, you will support the organization in day-to-day accounting operations, the reconciliation of credit cards, and assisting with financial reporting. Based in Ottawa's vibrant Byward Market, this in-office position presents an exciting opportunity to directly contribute to Actua's mission and goals.

About you

You are a dedicated and process-oriented individual with a strong background in managing spreadsheets and gathering information. With experience in financial management, you possess a solid understanding of financial principles and impeccable organizational abilities.

You have a passion for non-profit work and thrive in collaborative environments, where you can work with various teams to generate accurate financial data, driving organizational success. As a meticulous and proactive professional, your expertise lies in maintaining accurate financial records, preparing detailed financial reports, and ensuring compliance with financial regulations.

What you'll do

- Reconcile corporate credit cards including:
 - Collecting and filing receipts
 - Verifying charges, payments, and refunds posted
 - Investigating and resolving discrepancies or issues related to credit card transactions
 - Communicating with vendors, suppliers, and internal departments to clarify transactions and resolve discrepancies
 - Preparing detailed reconciliations and reports for management review
- Review and process expense claims accurately and efficiently, ensuring all required backup is included to facilitate timely payment

- Assist the with the preparation of financial reports for external funders and auditors
- Update internal spreadsheets and maintain an organized file system
- Prepare journal entries
- Provide administrative assistance to the finance team

Qualifications

- Knowledge of administration and accounting principles through postsecondary studies in a related discipline or an equivalent combination of education and work experience
- Strong attention to detail and accuracy in accounting and financial data management
- Excellent organizational and time management skills, with the ability to work independently and produce work on schedule
- Effective communication and interpersonal skills, with the ability to collaborate across teams
- Proactive problem-solving abilities and a positive attitude towards challenges
- Proficiency in Google Suite or other standard office tools including spreadsheets is essential.

Why work with us

In this role, you will have the opportunity to make a national impact by joining an organization that is committed to breaking barriers to STEM. Each year, Actua and its growing network of [over 40 college and university-based members](#) engage over 375,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. This role is based in our Ottawa office, which is centrally located in the Byward Market. We offer a competitive salary and access to group health & medical benefits. For more information about us, please visit www.actua.ca.

To Apply

Please submit your cover letter and resume as a single PDF document on the Actua employment page.

The position will remain open until a suitable candidate is selected. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted. Actua is an equal opportunity employer and is committed to accessible employment practices. If you require accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.