

# **EMPLOYMENT OPPORTUNITY**

## **COORDINATOR | FINANCE & ADMINISTRATION**

**APPLICATION CLOSING: FEBRUARY 2 2026 at 10am PT**

### **SPIRIT OF THE SEASON: WINTER**

The Circle carries out its work in relationship to the seasons and this position is connected to the spirit of Winter. Winter is a time for clear intention, preparation and integration. This is our time for organizing, building the foundation to be strong and steady for what will come our way. The Winter season is integral to the increased strengthening of our organization and essential to our ability to build and sustain our boldest vision.

### **JOB PURPOSE**

The Finance & Administration Coordinator is responsible for providing professional, detail-oriented administrative support and helping to advance day-to-day operations of The Circle. Through wise and diligent application of operational policies, procedures, and processes grounded in Indigenous wisdom, this role helps to ensure that The Circle team has the tools required to do their work effectively while supporting operational sustainability, efficiency and effectiveness.

The Winter Coordinator serves as a first point of contact regarding accounts payable and other financial and administrative processes. They play a key role in supporting staff onboarding and enacting our resourcing humans policies, while also helping to support the Governing Circle. This role provides technical, vendor and contract support for meetings, engagements and events.

Alongside the Director of Operations, Governance and Policy, the Winter Coordinator helps to strengthen internal systems to ensure strong operations and governance. This work enables the team to shine - focusing their energy on the strategic big picture and what they do best - while ensuring all team members have the tools needed to do their work effectively, and The Circle continues to grow in a thoughtful manner, as a strong, efficient and visionary Indigenous-led organization.

Alongside all of our Seasonal Stewards, this role prioritizes Indigenous wisdom, well-being and practices, and embodies The Circle's principles of Abundance, Reciprocity, Accountability and Curiosity in the support and care of each team and to advance our mission and mandate.

## QUALIFICATIONS

- Minimum three years of experience in finance and one year program and administrative support
- Excellent written and verbal communications skills
- Strong mathematical and analytical skills and basic understanding of accounting principles and practices
- Advanced proficiency in Excel
- High level of familiarity and effectiveness with two or more of the following online platforms and computer applications: Google Suite, Xero, Asana, Salesforce
- Superior time management, unitasking skillset with the ability to prioritize tasks, focus deeply, and work both independently and collaboratively
- Strong ability to identify and resolve financial and other operational issues, develop processes, and tend to multiple relationships

## ASSETS

- Lived experience as a First Nations, Inuit and/or Métis person
- Familiarity with Indigenous peoples and the complexities of multi-jurisdictional realities
- Knowledge of the non-profit, charitable and philanthropic sector
- Experience with meeting planning or community engagement
- Experience working or volunteering in the non-profit sector: familiarity with the unique financial aspects of non-profit organizations is beneficial
- Experience communicating with a diverse range of people and communities, with a proven ability to build strong and lasting relationships
- Fluency in other languages

## EXAMPLES OF WORK YOU'LL STEWARD

### FINANCE

- Communication - serve as the first point of contact for accounts payable: liaise with vendors, Circle staff, and Kin regarding payment enquiries and issues; build and maintain positive relationships with vendors and staff.
- Acquire, verify, and process accounts payable (e.g. invoices, reciprocity requisitions and expense submissions) in a timely manner: review and verify documents for accuracy, assign account codes, and accurately enter data into Xero for review, approvals and processing
- Prepare invoices & assist with accounts receivable tasks & enquiries, as needed
- Record keeping - assist in the reconciliation of accounts, maintain accurate and organized records of transactions

# THE CIRCLE

- Assist with quarter-end closing activities
- Support the preparation and submission of financial reports
- Assist with internal and external audits
- Ensure all financial activities completed are in compliance with legal and regulatory requirements and align with organizational policies and procedures

## RESOURCING HUMANS

- In collaboration with the Winter Steward, support onboarding of staff: orient to human and financial policies and procedures, facilitate access to online platforms and/or software
- Support optimal uptake of staff in health and wellness benefits, programs, remote work policies and other relevant operational practices and policies to enrich our workplace culture: prepare and distribute information about extended benefits, available leaves, and seasonal supplies
- Respond to internal requests for finance and administrative forms, answer questions regarding operational processes and supporting documentation

## MEETING AND EVENT PLANNING

- In collaboration with the Winter Steward, coordinate logistical needs and related communications to provide technical, vendor and contract support for Governing Circle, committee, and staff meetings, strategic retreats and trainings
- Identify and liaise with potential vendors for convenings, solicit information about facilities and services, provide initial review of contracts and payment processes
- Prepare minutes, summaries and action item notes
- Assist in special projects, such as the Annual General Meeting, onboarding and offboarding of Governing Circle members, and related governance cycles

## GENERAL ADMINISTRATION

- Support the Winter Steward in the ongoing development, implementation and adjustment of operational systems, processes and workflow templates to reduce duplication, increase efficiency and improve outcomes for The Circle
- Provide coordination support related to The Circle's projects, partnerships and deliverables
- Assist in the maintenance of project coordination using Salesforce, Asana and a variety of related online tools as required
- Help to support members in their development of practices and policies to embed transformation in their organizations
- Liaise with the other Seasonal Coordinators to share processes, documents, and planning tools to streamline efforts for coordination across the organization

## COMPENSATION

The salary range for this position is \$55K – \$70K. The Circle is an advocate for resourcing staff wellbeing and nourishment and you can read more about this [here](#). Generous health and wellness benefits are provided. We provide 12 days vacation, flexible working hours, birthday off and June 21 as a paid holiday. The Circle has implemented a 4 day work week and has a paid winter closure between December and January. The work week is Monday to Thursday and hours are 8:30 AM – 4:30 PM with flexibility for home, community and cultural responsibilities.

## ACCESSIBILITY

The Circle is committed to offering equal opportunities and an accessible work environment for all staff and volunteers. We strive to work in a way that is accessible to all, and are committed to developing policies that respect and promote the dignity and independence of all people with all abilities and diversities. More specifically, The Circle can provide accommodations for candidates with disabilities/specific accessibility needs during recruitment and onboarding processes.

## FAQs

For questions you may have - that we already know the answers to - check out [The Circle's Employment FAQs](#) for this recruitment process.

Please connect with the Winter Steward at [dena@circleonphilanthropy.ca](mailto:dena@circleonphilanthropy.ca) with any questions or requests you may have regarding the application and recruitment process.

## TO APPLY

### COVER LETTER, RESUME AND REFERENCES REQUEST

To streamline review, we request that cover letters provide responses to the following questions:

- What cultural or personal values would you activate in your work alongside us, and how do they shape your commitment to the labour of finance and administration?
- In what ways does your enthusiasm and passion for this type of work show up in your day-to-day practices?
- What are the top three wisest actions you would take in your first weeks to support your well-being, strengthen team connection and ground yourself in the role?

# THE CIRCLE

Please be sure to self identify in your cover letter if you are First Nations, Métis and/or Inuit or if you are part of other equity seeking communities.

Provide a reference sheet with at least 3 contacts who can be reached by phone or video - ideally someone who has been or currently is your supervisor, one who is a peer, and someone you have supervised.

As well, if you'd like, please provide the name of someone who is part of your community and can speak to the ways in which you contribute and participate in community well-being, celebration, connection and cultural activities where possible. We acknowledge that for some Indigenous people and others who have experienced intergenerational state violence and endure continued colonial harm that the notion of community and kin is complex. Folks are invited to use their definition of family, kin and community of choice and also to opt out of providing this particular reference contact.

## SUBMITTING YOUR APPLICATION

- Send your cover letter, resume and references as one PDF document by email to: [dena@circleonphilanthropy.ca](mailto:dena@circleonphilanthropy.ca)
- Subject line: Finance and Administration Coordinator, First Name, Last Name
- In your email, please indicate what times you would be available for interviews on February 11, 12, 18 and 19
- Compensation of \$250 will be provided for those individuals successful in reaching the interview stage

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