

EMPLOYMENT OPPORTUNITY

COORDINATOR | FINANCE & ADMINISTRATION

APPLICATION CLOSING: APRIL 2 2026 at 10:00 AM PT

JOB PURPOSE

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

The 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 organizational policies, while also helping to support the Governing Circle (board of directors). This role provides technical, vendor and contract support for meetings, engagements and events.

Alongside the Director of Operations, Governance & Policy, the Coordinator helps to strengthen internal systems to ensure strong operations and governance. This enables the team to shine - ensuring everyone has the tools needed to do their work effectively. 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 member while advancing our mandate.

QUALIFICATIONS

- Minimum two years of experience in finance and programming and/or administrative support
- Excellent written and verbal communications skills
- Strong mathematical and analytical skills and basic understanding of accounting principles and practices
- Proficiency in Excel
- High level of familiarity and effectiveness with at least two of the following online platforms and computer applications: Google Suite, Xero (or similar accounting software), and Asana, or demonstrated experience learning new software
- Superior time management, unitasking skillset with the ability to prioritize tasks, focus deeply, and work both independently and collaboratively

THE CIRCLE

- 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, communities and experience working within Indigenous and/or not-for-profit organizations
- Experience with meeting or administrative planning
- Familiarity with the unique financial aspects of not-for-profit organizations is beneficial

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 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; assist with quarter-end closing activities; support the preparation and submission of financial reports
- Assist with internal and external audits

SUPPORTING THE TEAM

- 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 extended benefits and other relevant operational practices and policies to enrich our workplace culture
- Respond to internal requests for finance and administrative forms, answer questions regarding operational processes and supporting documentation

MEETING AND EVENT PLANNING

- Coordinate logistical needs and provide contract support for Governing Circle, committee, 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

GENERAL ADMINISTRATION

- Support the Director of Operations, Governance and Policy 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 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](#) and in the FAQ listed below. Generous health and wellness benefits are provided. We provide 12 days vacation and flexible leave days. 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 Recruitment & Hiring FAQs](#).

Please connect with the Director of Operations, Governance & Policy at dena@circleonphilanthropy.ca with any questions or requests you may have regarding this application and recruitment process.

TO APPLY

APPLICATION PROCESS INFORMATION:

- **Submit complete application no later than 10:00 AM PT, April 2 2026**
ONLY COMPLETE APPLICATIONS FOLLOWING SPECIFIED GUIDELINES WILL BE CONSIDERED
- Application review April 7 2026
- Notify applicants by end of day PT, April 8 2026
- First interviews April 13, 15 2026
- Second interviews April 22, 23 2026 (*if needed*)
- Position signed off by May 2026
- Expected start date May 25 2026 (some flexibility)
- Closing 10:00 AM PT, Thursday, April 2 2026
- Position signed off by May 6 2026
- Expected start date: May 25 - June 1 2026 (some flexibility)

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?

Please 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.

Optional:

- Share the name of someone from your community who can speak to how you contribute to community well-being, celebration, connection, and cultural life.
- 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
- Subject line: **Finance and Administration Coordinator, First Name, Last Name**
- In your email, please indicate **what times you are available for interviews on April 13, 15, AND April 22 and 23**
- Compensation of \$250 will be provided for those individuals successful in reaching the interview stage

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