



Position Title: Administrative & Finance Associate, FoodReach
Department: Operations
Reports to: Senior Manager, Social Enterprise & Community Wealth
Direct Reports: N/A

Organizational Profile

Since 1985, North York Harvest Food Bank (NYHFB) has been the primary food bank in northern Toronto. Last year, we distributed over 3 million pounds of food through our 35 partner agencies.

An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our mission is to engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education, focused advocacy, and long-term food solutions. We believe in access and inclusion, collaboration, integrity, and excellence.

Position Summary

FoodReach is a social enterprise project of NYHFB. FoodReach seeks to enhance the purchasing power of our sector, fostering a long-term food solution, and fortifying Community Wealth-Building by offering affordable, reliable, and convenient access to quality wholesale food essentials to Toronto's non-profit sector through a user-friendly online store and logistics services.

As a key member of the NYHFB and FoodReach team, the Administrative and Finance Associate supports the operational and financial administration of the social enterprise and its initiatives to further the growth of FoodReach and NYHFB.

Compensation:

The salary range is \$51,500 – 60,587 per year, plus comprehensive health, dental benefits (after 3 months) defined benefit pension, and three weeks paid vacation.

Key Responsibilities & Duties

- Assists with project administration, including but not limited to, order processing, scheduling, data tracking, filing, and progress tracking, ensuring accuracy across workflows
- Collaborates with the Operations team regarding incoming and outgoing shipments, responding promptly to changes, requests, and inquiries
- Assists with financial administration, including but not limited to, coding accounts receivable and accounts payable invoices, inputting sales and expenses into accounting software, issuing credit memos and credit card refunds, processing payments, issuing monthly customer statements, and scanning and digitizing financial records



- Mindfully participates in the continuous improvement of FoodReach and NYHFB's Operations department with respect to customer satisfaction, efficiency, service quality, and impact
- Contributes to the growth and expansion of the social enterprise and its Community Wealth-Building initiatives
- Contributes to consistently meeting deadlines and work-plan expectations
- Contributes to a positive and successful organizational culture by being an active and conscientious member of FoodReach, the Operations department, and the wider NYHFB staff team
- Assists periodically with other tasks or special projects as required
- Other duties as assigned

Qualifications

- 1 - 2 year diploma, or equivalent experience, in accounting or bookkeeping
- Excellent organizational and project management skills, results- and detail-oriented
- Previous experience with Accounts Payable/Accounts Receivable
- Proficiency with QuickBooks or other accounting software
- Ability to work independently with minimal oversight
- Excellent problem-solving skills with a focus on process improvement and efficiency
- Experience working in a non-profit setting is an asset
- Experience working in the food sector is an asset
- High proficiency in Microsoft Office, Google Suite, and database systems is required

Working Environment and Conditions

- This is a permanent, full-time position (37.5 hours per week), based on-site in our Toronto offices, with the occasional opportunity to work from home
- The role involves working in a typical office environment, with shared spaces and artificial lighting
- When working remotely, employees must have access to a stable internet connection
- NYHFB will provide the necessary equipment and resources, which must be returned at the end or termination of employment
- When working on-site, employees are expected to follow all NYHFB Health & Safety protocols

Physical and Sensory Demands

- Extended periods of desk work
- Engaging in repetitive and/or precise hand/finger movements
- Occasional lifting, bending, twisting, and standing
- Strong attention to detail
- Proficient operation of various equipment, including computers and office devices (e.g., photocopier, telephony, etc.)



- Exposure to household products and various scents may be encountered in the workplace.

Please note: Successful applicants will be required to complete a background check as part of the recruitment process.

All interested candidates should submit a PDF cover letter and resume to Lianne Holland, Social Enterprise & Community Wealth at lianne@northyorkharvest.com by **Friday, October 16th – 12 noon**. Interviews will be conducted on a rolling basis. Please include “Administrative & Finance Associate, FoodReach” in the subject line. Applicants must be legally eligible to work in Canada.

NYHFB is committed to employment equity and encourages applicants from equity-seeking/equity-deserving groups. We recognize that lived experience is as valuable as formal education and as such encourage members of the NYHFB community to apply (employees, volunteers, community partners, and/or clients). We strive for a workplace that reflects the diversity of the community we serve and in which we live.

NYHFB has an accommodation process in place. Applicants requiring accommodation because of a disability or medical need are asked to make their needs known in advance. Information received related to accommodation requests will be treated with confidentiality.

We welcome all applicants; however, only those invited for an interview will be contacted.