Finance Coordinator
(40 Hours/week, Permanent)

Who We are:

Langs is a grass-roots neighbourhood-based organization that has become so much more! Langs was established as a community development project in 1978 by a group of citizens and service providers concerned about the lack of accessible services in the community. Langs has grown to become a dynamic, respected multi-service organization that uses a community development approach to provide comprehensive health, social and recreational services that are responsive to the changing needs of our community.

What We are Looking For:

We are currently recruiting for a Finance Coordinator to join our team for a full-time position. This role is responsible for for supporting the Director of Finance in areas of budgeting, financial reporting, and compliance for publicly funded programs. The role supports organizational growth and program expansion by ensuring financial accountability, accurate forecasting, and clear financial guidance to program leaders and funders.

A successful candidate in this role would have

- Post-secondary degree or diploma in Accounting, Finance, Business Administration, or a related field
- Minimum 2 years of mid-level finance administration experience, with minimum 1 year experience in Non-Profit environment.
- Proven ability to develop, monitor, and report on program and multi-year budgets, including variance analysis
- Experience supporting program or organizational expansion, including financial setup, forecasting, and tracking
- Proficiency with financial systems and ERP/accounting software (e.g., Sage, Great Plains, QuickBooks, or similar)
- Advanced Microsoft Excel skills, including budget models, reconciliations, and data analysis
- Experience preparing funder-required financial reports and ensuring compliance with funding guidelines
- Strong analytical skills with the ability to interpret and communicate financial information to non-finance staff
- High attention to detail, accuracy, and accountability in financial reporting and documentation
- Excellent organizational skills with the ability to manage multiple deadlines and priorities
- Strong communication and writing skills

In this role you will be expected to complete the following tasks

- Support the Director of Finance with budgeting, forecasting, and financial reporting for programs and initiatives
- Manage the organizational contracts including assistance in drafting, risk management, compliance, administration and record keeping
- Assist with financial planning and tracking for program expansions and new funding initiatives
- Assist with development and monitoring program and multi-year budgets
- Track expenditures and perform variance analysis, providing clear explanations to program managers
- Administer and monitor Transfer Payment Agreements (TPAs) and other government funding contracts
- Assist with various fundraising initiatives including bingo fundraising
- Assist with managing the insurance coverage for the organization
- Assists with maintaining the inventory of organization's assets
- Ensure compliance with funder guidelines, eligible expenses, and reporting requirements
- Assist with preparation of funder financial reports, reconciliations, and audit documentation
- Maintain accurate financial records to support audit readiness and accountability
- Collaborate with program leaders to provide financial guidance and decision-making support
- Assist with annual budget preparation and funding submissions
- Support month-end and year-end financial processes related to program funding
- Reconcile program-related general ledger accounts and support financial analysis
- Work collaboratively with the Bookkeeper on shared accounting functions and provide backup support as needed
- Contribute to improving financial tools, templates, and internal controls
- Communicate financial information clearly to non-financial staff and uphold organizational values
- Provide back up to payroll when required
- To complete other duties as required

What We Can Offer You:

Langs is an organization where people belong. Langs is committed to promoting Inclusion, Diversity, Equity, and Access for all our staff, patients, participants, and volunteers. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Langs strives for an inclusive environment centred on employee wellbeing and supportive leadership.
Don't meet every requirement? Studies have shown that women and people of colour hesitate to apply to jobs unless they meet every single qualification. At Langs, we are dedicated to building a diverse, inclusive and authentic workplace, if you're excited about this role but your past experience doesn't align perfectly with every qualification please apply and share in your cover letter why you believe you are the right candidate.

The successful candidate would be eligible for the following benefits:

- Starting Hourly Salary of $28.73-$32.26
- 3 Weeks paid vacation, with an increase to 4 weeks after 1 year of employment
- 15 Sick/Personal Days per year
- 10 Professional Development days per year
- Enrolment in Healthcare of Ontario Pension Plan (HOOPP)
- Comprehensive Extended Health and Dental Care Plan including a $1000 Healthcare Spending Account and $500 Lifestyle Spending Account.

Candidates are required to submit detailed cover letter along with their resume by July 6, 2026
Candidates requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.
This job posting is for an existing or expected vacancy within our organization.

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