



## **Job Opportunity with Roots to Harvest**

*Position Title: Finance and Office Admin*

**Roots to Harvest is looking for a dynamic, hardworking individual who likes numbers, spreadsheets, problem solving as well as tasks that get you away from your computer to assist the Finance Director in daily operations and other administrative duties.**

### **The Basics:**

Job Term: 32 Hours / Weekly

Wage: \$21/hr + benefits after 3 months

Location: Thunder Bay, Ontario

### **Areas of responsibility:**

- Finance Admin Duties: accounts payable cycle, accounts receivable cycle, reconciliations, file organization, audit support, other finance tasks as needed
- Donor Support: electronic donor record data input and updates, receipt requests, mailouts etc, donor stewardship and communication as needed and necessary
- Social Enterprise Duties: inventory monitoring and updates, deposits, transaction mapping between software, consignment payouts, order processing
- Office Admin Duties: respond to phone, email, and walk-in requests professionally and timely. scheduling maintenance as required relating to office equipment, office building and grounds. office supplies ordering. support staff and mgmt. with adhoc requests

### **Employment requirements:**

- Excellent written and verbal communication skills
- Excellent time mgmt. skills with ability to pivot and prioritize tasks
- Ability to work independent
- Organized, attention to detail and high capacity for accuracy
- Ability to maintain confidentiality and privacy of financial and personnel files
- Work in an open concept, team environment
- Bookkeeping experience
- Proficient with QBO online and Square
- Diploma in business, admin, finance, or related field an asset



### Your Fit:

- **You see the bigger picture.** You have a deep appreciation and respect for the history, culture, and goals of Indigenous communities in Canada.
- **You love working with people.** You are comfortable in many different settings and appreciate individuals for their diversity and uniqueness.
- **You understand the system.** You know there are constraints and limitations, but you work towards common solutions, mutual respect and a “we’re all in this together” approach.
- **You love a challenge.** Working hard feeds you and you find innovative and effective ways to solve problems and make progress.
- **You strive for excellence.** You believe that if something is worth doing, it is worth doing right—every single time.

### Our Approach:

At first glance, Roots to Harvest may appear to be an urban agriculture-focused organization, but we encourage applicants to look much deeper than that. Roots to Harvest is first and foremost about working with people. We seek to create meaningful opportunities to employ and engage people using food and agriculture as the medium to connect with the community and each other. We work hard to find the delicate balance between challenge and achievement in all our program and projects.

### Our Culture:

Roots to Harvest is a small, grassroots organization and every position involves elements of organizational development and maintenance. We aim to foster a culture that is transparent, inclusive, progressive, and productive. As staff, we work collaboratively, we work hard, we do what needs to be done, and we try to keep the big picture in mind.

If you prefer to work alone or dislike ambiguity, then working with Roots to Harvest probably isn’t right for you. But if you’re looking for a fast-paced, multifaceted, energizing, and rewarding work environment that will push you every single day, then we want to hear from you!

### Application Process:

Please submit **one PDF file containing a resume (including references) and cover letter** to [info@rootstoharvest.org](mailto:info@rootstoharvest.org) by November 19<sup>th</sup> and reference the job title. This position includes a 3-month probation period.

*Roots to Harvest is an equal opportunity employer and values diversity in the workplace.*