

**Job Title: Finance and Contracts Coordinator**

**Location:** Hybrid role from Sault Ste. Marie Office preferred, remote within Ontario considered

**Application Deadline:** Ongoing until position is filled

**Tentative Start Date:** October 20, 2025

**Status:** Full-time, 1.5-year contract to March 2027, with possibility for extension

**Salary:** \$55,000 – C\$70,000 depending on experience

The Invasive Species Centre (ISC) mobilizes action against invasive species that harm the environment, economy, and society. Incorporated as a not-for-profit in 2011 as a hub for collaboration and knowledge sharing, the ISC has grown into a respected collaborator and leader in invasive species knowledge and action. We rely on values of inclusion, innovation, stewardship, collaboration, and commitment to excellence to achieve our vision of a Canada where land and water are protected from invasive species.

If you are passionate about environmental protection, science communication, outreach and action, and enjoy working as part of an upbeat and fast-paced team, please follow the application instructions at the end of this posting.

**Position Summary**

The Finance and Contracts Coordinator will support the coordination, tracking, and reporting of organizational budgets, agreements, and funder requirements. They will play a key role in budgeting and financial planning including assisting in organizational budgets, and will lead reporting to funders, track key agreement information, and conduct internal audits of financial and HR documents.

**Principal Accountabilities**

Budgeting and Financial Planning

- Assist and eventually lead in setting up and monitoring the organizational budget, including salary, management and general, and non-personnel components.
- Collaborate with management on long-term budget forecasting and risk management.
- Track and manage budget allocations, including payroll breakdowns by pay period, with mid-year adjustments as needed.
- Support the development of annual travel, event, and other team-wide planning budgets.
- Identify investment opportunities based on cash flow analysis.

## Reporting and Audits

- Coordinate with management and project leads to initiate and complete funder reports.
- Provide financial and confidential administrative data to project teams for reporting purposes.
- Prepare and deliver monthly and quarterly management reports to the Management Committee and Board of Directors, including financial analysis.
- Conduct internal audits of financial and HR documentation.
- Support audit timeline planning and disclosure processes.
- Liaise with funders for employment-focused reporting (e.g., CSJ, NOHFC).

## Contracts and Agreements

- Support managers with finance and administrative planning of their programs.
- Track key information on ISC agreements and contracts, including payments/revenues, deliverables, and restrictions using the funding inventory.
- Assist with invoicing and tracking accounts receivable related to contracts and agreements.
- Manage relationships and conduct regular reviews of contracts, service agreements, and funding agreements.
- Support contact and coordination related to occupancy agreements.

- Coordinate Request for Proposal (RFP) processes

## **Payroll and HR Support**

- Provide redundancy/back-up/overflow support for payroll processing.
- Prepare employment contracts.
- Maintain regular reviews and relationship management with benefits and Group RSP providers.
- Track HR-related data such as year-over-year MNR support, internship program staffing, and HR KPIs.

## **Accounting and Financial Operations**

- Provide overflow support for accounts payable and monthly reconciliations.
- Assist with managing merchant services accounts.
- Maintain regular reviews and relationship management with banking partners.

## **General Administrative Support**

- Provide support for office management functions as needed.
- Be a point of contact for related staff enquiries
- Other duties as assigned.

## **Preferred Qualifications**

- Understanding of nonprofit financial practices, including budgeting, funder reporting, and contract administration.
- Experience supporting budget development, financial reporting, and contract tracking in a nonprofit, public sector, or similar environment.
- Experience working with project leads or managers to coordinate financial documentation and reporting.
- Familiarity with public sector funding agreements, financial tracking tools, and reporting templates.
- Knowledge of bookkeeping software.

## **Minimum Competencies**

- Post-secondary degree or diploma in Accounting, Finance, Business Administration, or a related field. A combination of education and relevant experience may be considered.
- Minimum 3 years of experience in finance, accounting, or administrative role.
- Experience supporting budget development, financial reporting, and contract tracking
- Knowledge of accounting principles and financial reconciliation processes.

## **Other Requirements**

- Strong organizational and time management skills.
- Ability to handle confidential information with discretion.
- Excellent written and verbal communication skills.
- Attention to detail and ability to multi-task in a deadline-driven environment.
- Ability to travel for work approximately 5 days per year.
- Possess a valid Ontario driver's license. Access to a vehicle considered an asset as occasional travel may be required.

## **Hiring Process**

- Submit your application package by the deadline
- Eligible applications are screened by hiring committee regularly while posting is open
- Top candidates are interviewed by the hiring committee
- Finalist candidate selected. Reference checks completed
- Employment offer. Onboarding begins

**Applications will be accepted on a running basis until position is filled.**

**Interviews will begin the week of September 29, 2025.**

Please submit application package by email as a single PDF with your name in the file name, including cover letter and resume, which includes your education and work experience history. Emails must contain the position title in the email subject line. Please address applications to:

Deborah Sparks, Business Development and Communications Manager  
Invasive Species Centre, 1219 Queen Street East, Sault Ste. Marie, ON P6A 2E5

Email: [careers@invasivespeciescentre.ca](mailto:careers@invasivespeciescentre.ca)

No telephone calls, please. Only candidates chosen for an interview will be contacted.

*The Invasive Species Centre is an equal opportunity and accessible employer. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.*