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| **TITLE:** | Coordinator, Finance and Operations |
| **REPORTS TO:** | Director, Finance and Operations |
| **DETAILS:** | Full time, salaried |
| **VACANCY STATUS:** | This posting is for a new vacancy |
| **APPLICATION DEADLINE:** | October 30, 2026 |
| **START DATE:** | TBA |
| **LOCATION:** | The Toronto Reference Library at 789 Yonge Street.<br>Foundation team members currently operate within a hybrid work schedule |
| **Hiring Salary Range:** | $50,000 - $55,000 Salary will be commensurate with experience.<br>Eligible for additional compensation in annual performance bonus. Employer also matches, in part, contributions made to a defined-benefit pension. |

## About Toronto Public Library Foundation

Toronto Public Library Foundation connects the generosity of donors with the limitless potential of Toronto Public Library—the world's biggest and busiest urban public library system. Together, we transform Torontonians' love of the library into vital support for programs, collections, and spaces that help people learn, connect, and thrive. With our donors, we're expanding literacy programs for kids, bridging the digital divide, strengthening civic engagement, and building inclusive, welcoming spaces in every neighbourhood in our city.

## Position Summary

The Toronto Public Library Foundation is seeking an enthusiastic, detail-oriented, and adaptable Finance and Operations Coordinator to support the day-to-day financial, administrative, and operational activities of the Foundation.

Reporting to the Director of Finance and Operations, this role provides support across financial administration, audit preparation, office operations, records management, and process documentation. The Coordinator plays an important role in maintaining accurate records, supporting effective business processes, and ensuring the smooth operation of the Foundation's day-to-day activities.

The ideal candidate is highly organized, proactive, comfortable working with technology and data, and eager to learn and grow within a collaborative, mission-driven environment.

## Key Responsibilities

*Financial Administration*

- Assist with the preparation and processing of journal entries, account reconciliations, and financial transactions.
- Support monthly financial processes by preparing reports and maintaining supporting documentation.

- Track, organize, and maintain invoices, receipts, expense reports, and credit card transactions.
- Prepare and maintain internal financial tracking spreadsheets and records.
- Identify discrepancies or errors in financial information and assist with investigating and resolving issues.
- Support the Director of Finance and Operations with routine financial reporting, budgeting, and administrative tasks.
- Provide backup support for gift processing, donor receipting, and reconciliation of donor and financial records as required.

*Audit, Compliance and Record Management*

- Assist with annual audit preparation by collecting, organizing, and maintaining supporting documentation.
- Support the preparation and filing of reports and returns, including the CRA T3010 Registered Charity Information Return.
- Assist with petty cash administration and reconciliation.
- Ensure financial and operational records are maintained in accordance with organizational policies, internal controls, and applicable legislation.
- Maintain organized digital and physical filing systems and support records retention activities.
- Assist in maintaining documentation as required.

*Operations and Administrative Support*

- Coordinate general office administration activities, including office supply ordering.
- Serve as a backup for daily mail processing and other administrative functions as required.
- Monitor and maintain departmental records, templates, and administrative documentation.
- Support facilities-related activities and liaise with building management and service providers as required.
- Provide administrative support to ensure the efficient work of the Operations department.
- Assist with operational resources as required.

*Process Documentation*

- Document and maintain workflows, procedures, and process guides to support business continuity and knowledge sharing.
- Assist with projects aimed at improving operational efficiency and effectiveness.
- Identify opportunities to streamline administrative and financial processes.
- Maintain process documentation and support the ongoing review and updating of operational procedures.

**Qualifications & Competencies**

*Education & Experience*

- Diploma or Degree in Accounting, Finance, Business Administration, Non-Profit Management, or a related field.
- 2-3 years of experience in finance administration, accounting support, or office administration with accounting/financial responsibilities
- Experience working in a non-profit environment is considered an asset.

- An equivalent combination of education and experience will be considered.

*Skills & Abilities*

- Strong attention to detail and accuracy when working with financial information, donor records, and administrative documentation.
- Excellent organizational skills with the ability to manage multiple priorities and deadlines in a fast-paced environment.
- Sound judgment, analytical thinking, and problem-solving skills.
- Proactive, adaptable, and eager to learn new systems, processes, and technologies.
- Strong proficiency with Microsoft 365, particularly Excel, Word, Outlook, Teams, and SharePoint.
- Ability to work independently while contributing effectively as part of a collaborative team.
- Strong interpersonal, verbal, and written communication skills.
- Ability to build and maintain positive working relationships with colleagues and other stakeholders.
- Demonstrated discretion and professionalism when handling confidential and sensitive information.
- Comfortable working with data, technology, and information systems, with the ability to learn new software applications quickly.

**Why Apply?**

- You love the library!
- You are passionate about bringing your skills and expertise to the non-profit sector
- You are looking for mentorship from a senior development professional

*You will:*

- Join a high-performing, mission-driven team committed to enhancing access to knowledge, culture and community in Toronto.
- Work in a hybrid model that supports flexibility and collaboration.
- Have opportunities for professional growth, skills development, and meaningful recognition.

**To Apply**

Please submit your CV and cover letter in a single PDF to **tplfjobs@tpl.ca**. In the subject line, write: **"Coordinator, Finance and Operations – [Your Name]"**. Applications will be reviewed on a rolling basis.

The Toronto Public Library Foundation uses a people-focused approach to evaluating applicants. We do not utilize artificial intelligence during the recruitment process.

The Toronto Public Library Foundation welcomes all people and perspectives and aims to reflect the diversity of Toronto on our team. We are committed to employment equity and diversity and welcomes applications from Indigenous people, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity. Accommodation is available on request throughout the hiring process. Only those selected for interview will be contacted.