

JOB OPPORTUNITY

Position Title: Finance Coordinator

Position Type: Full-time Regular/Union **this position is represented by OPSEU*

Location: Mississauga, ON

Job Band: 4

Salary Range: \$27.68 to \$33.07/hour

Hours of work: 36.25 hours/week

Reporting to: Manager, Finance

This posting is applicable to: Internal/External Applicants

Skilled Trades Ontario (STO) is a Crown agency responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Researching** apprenticeships and the trades.

The Finance Coordinator supports the organization's financial operations by ensuring accurate, timely, and efficient processing of financial transactions and reporting. This position administers daily accounting activities, including accounts payable and receivable, reconciliations, and financial data management.

Working closely with the finance team and other departments, the Finance Coordinator helps maintain strong internal controls, supports budgeting and audit processes, and safeguards compliance with agency policies and applicable regulations. The role requires strong attention to detail, organizational skills, and the ability to manage multiple priorities in a deadline-driven environment.

Responsibilities: General

- Processes a range of financial transactions, reviews the completeness and adequacy of supporting documentation.
- Ensures compliance with STO's accounting policies, procedures, and established purchasing and approval limits.
- Utilizes financial software and tools to input, review and reconcile various reports for financial compliance and control purposes.
- Provides information regarding STO's policies and programs in support of financial transactions.
- Balances sub-ledgers to STO's financial reports for management to review and approve.
- Perform journal entry processing tasks and validates financial transactions in accordance with accounting standards.
- Prepares accounting schedules, notes and relevant supporting documentation for all financial transactions.
- Responsible for various monthly accounting responsibilities including the recording of all transactions and preparation of monthly account reconciliations.
- Ad hoc reports and projects, as requested.

Accounts Payable

- Reviews, reconciles, and processes all invoices, travel claims, corporate credit card summaries, and other expenditures.
- Escalates and resolves non-compliance with policy for incoming claims with the Manager of Finance; follows up on outstanding compliance issues.
- Addresses queries and supports management with cost centre reports. Reviews requests to confirm the accuracy of charges.
- Maintains and reconciles general ledger accounts and cost centre hierarchies. Investigates discrepancies promptly and works toward resolutions.
- Prepares supporting documents for year-end audits.
- Matches invoices with purchase orders/contracts, ensuring consistency with contracted rates and terms.
- Processes STO payments by creating cheques, electronic payment files, wires, and pre-authorized payments for review and approval.

- Corresponds with vendors, responds to inquiries, and oversees vendor file maintenance.
- Monitors corporate credit card balances and follows up on overdue amounts and reconciliation issues.
- Scans and files all invoices and supporting documentation.

Banking

- Monitors all bank accounts daily for unusual or unexpected transactions.
- Ensures that all deposit and payment transactions are valid and accurate.
- Assists Client Services with investigations and aids in resolving client billing queries and process adjustments.

Qualifications:

- Diploma or certificate in accounting or related field of study.
- 1 year of full-cycle accounting or financial administration experience; Experienced Microsoft Excel user.

Knowledge of:

- Accounting principles, financial data, control processes, payment methods, purchasing approvals, and billing practices.
- STO's financial, purchasing, and accounting policies and procedures to ensure transactions are processed in compliance and to advise staff.
- Financial reporting elements, including the chart of accounts, trial balance, general ledger, subledger, accruals, deferrals, general journals, and adjusting entries.
- Microsoft Office suite of products (Excel, Word, Outlook, Teams).
- Records management processes and best practices to maintain financial data in computerized filing systems.

Skills include:

- Ability to organize and input financial data, financial documentation, workbooks and reports.
- High accuracy and attention to detail to ensure the accurate input of financial data;
- Ability to identify missing, incomplete, or inconsistent information.
- Effective communication skills to respond to routine inquiries regarding financial transactions.

- Effective organizational skills in order to meet tight deadlines and handle multiple tasks.
- Able to work with limited supervision and within a team environment.

What STO Offers:

- Work-life balance
- Comprehensive health and dental benefits
- RRSP matching (up to 6%)
- Employee Assistance Program (EAP) through TELUS Health with employee perks

Please submit your application on ADP by **September 4, 2026** via the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclid=19000101_000001&lang=en_CA&jobId=9202370862142_1&source=EN

Recruitment process will include:

- Pre-screening.
- In-person interview with hiring Manager and one or two members from management.
- Reference checks conducted by Hiring Manager.
- Completion of a police criminal background check satisfactory to STO (if one has not been done earlier).

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.