



Employment Opportunity

Position:	Accounting-HR Coordinator
Department:	Administration
Reports to:	Finance-HR Administrator
Employment Type:	Permanent Full-Time
Hours of Work:	37.5 hours per week, Monday –Friday
Current Vacancies:	1
Starting Wage:	\$24.65 per hour
Benefits Available:	Health, EAP, RRSP, Sick Days, Personal Days
Location:	59 North Park Street, Brantford ON
Start Date:	As soon as possible
Date Posted:	February 5, 2026
Closing Date to Apply:	February 18, 2026

Job Summary

The Accounting-HR Coordinator is responsible for ensuring accurate and up-to-date financial records required for internal and external reporting as well as assisting with the development of annual budgets. This position is also responsible for coordinating the human resources functions including payroll processing.

Qualifications

- Post-secondary degree or diploma in a finance-related field or equivalent combination of education and experience is required
- 3 years relevant experience in Accounts Payable, Accounts Receivable and Payroll Processing
- Experience in human resources is an asset
- Experience working with Adagio software is an asset
- Experience working in social service/non-profit organizations is preferred
- Good understanding of domestic violence, gender-based violence and homelessness issues
- Knowledge of Nova Vita programs and services
- Computer literacy is essential
- Successful police vulnerable sector check
- Valid driver's licence, insurance, and own vehicle
- Ability to lift and carry up to 30lbs

Essential Knowledge, Skills and Abilities

- Excellent organizational skills, analytical skills and attention to detail
- Strong analytical skills with experience in account reconciliation
- Solid knowledge of GAAP
- Knowledge of employment standards, payroll legislation and payroll systems
- Excellent communication skills, both verbal and written
- Excellent interpersonal, professional, and time management skills
- Ability to multi-task, prioritize, and problem solve in a fast paced work environment
- Ability to work through complex issues independently and also take initiative required to resolve issues
- Ability to have a flexible work schedule

Duties and Responsibilities

- Process Accounts Payable in Adagio AP, ensuring accuracy when preparing and entering invoices for payment
- Prepare payments for approval, uploading files to the bank platform and printing cheques
- Complete monthly bank reconciliations
- Prepare invoices for payment
- Ensure accounts receivables are processed and documented in a timely manner
- Process, record and reconcile monthly program payments from the transitional housing units
- Prepare and submit bank deposits
- Processing of bi-weekly payroll on online system (Payworks)
- Assist with the annual audit
- Assist in the recruitment, onboarding, and training process of new employees including documentation and file management
- Assist in tracking and updating documentation of employee files including the handling and protection of sensitive and confidential information and correspondence
- Assist employees in locating and completing Human Resource forms
- Assist with other general administrative duties including answering phones, redirecting emails, and greeting/accompanying visitors when required
- Assist with special events as required
- Perform other duties as assigned

Accountabilities

- Adhere to a strict policy of confidentiality
- Regular and punctual attendance for work and meetings
- Adhere to agency policies and procedures at all times
- Maintain health and safety requirements at all times, including COVID-19 prevention protocols
- Work cooperatively with all staff, volunteers and members of the community at large to serve the best interests of the agency
- Maintain a professional image at all times
- Regularly report to the Finance-HR Administrator

Application

If you require accessibility accommodations during the recruitment process, please notify us to arrange reasonable and appropriate accommodation. Nova Vita is an equity-seeking employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, 2SLGBTQIA+, or disabled to apply. No Artificial Intelligence will be used in the selection or hiring process. We appreciate your interest in this employment opportunity, however only those selected for an interview will be contacted.

Interested and qualified applicants should submit their resume and cover letter by
Wednesday, February 18, 2026 at 4pm to the attention of:

Joanna Skinner, Finance-HR Administrator
Nova Vita Domestic Violence Prevention Services
Email: HR@novavita.org
Email Subject: **Accounting- HR Coordinator**
