JOB OFFER :: FINANCE COORDINATOR
TREEs research collective, School of Community & Public Affairs
Winter 2020

PROJECT DESCRIPTION
TREEs (Transformation, Research, Economies, and Ecosystems) is a self-managed research collective composed of students, faculty and community partners. It works on documenting emancipatory economic initiatives proliferating on the margins of the social economy. Different field sites are underway, including Treaty 6 Cree territory, Atikamekw territory, Park Extension/Little Burgundy and Pointe-Saint-Charles.

JOB DESCRIPTION
The Finance coordinator will work closely with the Principal Investigator, Anna Kruzynski to provide administrative support to the research collective. Their role is to facilitate finance-related activities such as hiring, tracking expenses, and budgeting and to help collective members navigate the university’s financial and administrative services.

PRIMARY RESPONSIBILITIES & TASKS
QUALIFICATIONS
1. Administer and track contracts, bursaries, honorariums, including completing and processing forms;
2. Maintain a filing system in Nexcloud;
3. Track and process expenses;
4. Monitor and update budgets;
5. Coordinate report-back to funding agents;
6. Monitor and verify financial statements;
7. Provide assistance with other financial and administrative matters.

1. Experience working with Concordia University’s financial and administrative services, a must.
2. Diploma of Collegial Studies (2-year pre-university DEC);
3. Basic knowledge of accounting controls;
4. Advanced Excel Skills and basic Word skills;
5. Ability to act on financial accounts and follow up on outstanding issues;
6. Creative, autonomous and organized;
7. Able to work in a dynamic and collaborative team environment; and
8. Able to read and write English; able to understand written French.

PRIORITIZATION CRITERIA
★ Student at Concordia, a plus
★ Active in community and social movements, an asset

WORKING CONDITIONS
Hours & pay scale: 5 hrs per week @ $20.53-$27.65/hour (following TRAC rates)
Duration: 1st February - 31st May 2020 (possibility of contract renewal)
Work-site: can work from home with occasional meetings at Concordia or Bâtiment 7

TO APPLY: Send cover letter and CV to Noura Nasser, research assistant at TREEs, by 17th January 2020.
Email: noura.nasser@economiesdecommunaute.org

If you wish to be considered for employment equity:
TREEs values the contribution of individuals who identify as members of marginalized communities. We encourage, among others, Indigenous people, people of colour, people with disabilities, people identifying as LGBT2QI, women, formerly incarcerated or institutionalized people, immigrants and people from working class backgrounds to apply. We also understand that applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization as diverse as the communities we serve. If you so desire, please self-identify in the cover letter, but note that you are not expected to go into detailed explanations.