



## Finance Officer

Kids Eat Smart Foundation Newfoundland and Labrador

Location: St. John's, NL

### About Us

**Kids Eat Smart Foundation Newfoundland and Labrador** supports the education, health, and well-being of school age children and youth in Newfoundland and Labrador through nutrition programs in our Kids Eat Smart Clubs run by volunteers at schools and community centres. Kids Eat Smart Foundation Newfoundland and Labrador is a registered charity.

### The Position

We are seeking a **detail-oriented and highly organized Finance Officer** to oversee the organization's financial operations and support our mission of helping children start their day nourished and ready to learn.

The Finance Officer is responsible for the day-to-day financial management of the organization, including **school grant administration, accounts payable and receivable, payroll coordination, financial reporting, and audit preparation**. Working closely with the **Executive Director, Board Treasurer, and Finance Committee**, this role ensures financial processes are accurate, transparent, and aligned with nonprofit and CRA requirements.

### Key Responsibilities

- Administer school grant programs by processing financial reports, reconciling grant accounts, maintaining accurate funding records, and responding to school inquiries.
- Process and track donations received through multiple channels, ensuring accurate recording, receipting, and reconciliation with donor databases.
- Coordinate payroll administration with an external provider, including payroll updates, reporting, RRSP reconciliations, and year-end payroll preparation.
- Manage accounts payable functions by reviewing invoices, coding expenses, preparing payments, and coordinating approvals and cheque processing.
- Support budgeting and cash flow management by assisting with annual budget preparation, monitoring financial activity, and maintaining monthly budget records.
- Perform monthly financial operations including bank reconciliations, recurring transactions, donation processing, and maintaining accurate financial reporting records.
- Prepare financial reports and supporting documentation for Finance Committee and Board of Directors meetings.
- Ensure compliance with annual regulatory and financial reporting requirements, including CRA charitable filings, HST reporting, Workers Compensation reporting, and other required submissions.

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- Provide financial administration support for fundraising and special events, including sponsorship tracking, payment processing, receipting, and event reconciliations.
- Assist with annual audit preparation by organizing financial records, responding to auditor requests, preparing journal entries, and reviewing draft financial statements.
- Coordinate school equipment requests by processing orders, confirming payments, and communicating delivery timelines with schools and suppliers.

## Qualifications

- Diploma or degree in **Accounting, Finance, or Business Administration.**
- Minimum **3-5 years of financial management or accounting experience**, preferably in the nonprofit or charitable sector.
- Experience with accounting software is required, (working with Simply Accounting /Sage 50 would be an asset).
- Strong knowledge of **financial reporting, payroll processing, and CRA compliance requirements for charities.**
- Advanced proficiency in **Microsoft Excel and Microsoft Word and Office 365.**
- Exceptional attention to detail and strong organizational skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong communication skills and ability to work collaboratively with staff, schools, and volunteers.

## The Details

This is a permanent, full-time position offering a supportive and collaborative working environment with a benefits package including optional health, dental, vision, life and disability benefits, matching employer/employee RRSP contributions, paid vacation leave, 14 paid statutory holidays, (in calendar year), dedicated Christmas and Summer breaks, as well as professional development, training, and educational opportunities. Yearly Salary is \$65K-\$85K, based on experience and qualifications.

## How To Apply

Submit your confidential resume to Celina Stoyles, [ExecutiveDirector@kidseatsmart.ca](mailto:ExecutiveDirector@kidseatsmart.ca)  
**Deadline for applications is Friday, June 26, 2026.**

*Kids Eat Smart Foundation NL is committed to building an inclusive workplace and encourages applications from individuals of all backgrounds and experience and is an equal opportunity employer who encourages and practices a healthy work-life balance.*