



United Way
Elgin Middlesex

COORDINATOR, FINANCE & DONOR SERVICES (PART TIME, 1 - YEAR CONTRACT)

PART TIME (21 hours/week)

START DATE: Aug. 24, 2026

Location:

London office | Travel within Elgin and Middlesex Counties may be required on occasion.

Office Hours:

Monday – Friday 8:30 a.m. –
4:30 p.m.

Required to work outside of
business hours on occasion.

About United Way Elgin Middlesex

United Way's mission is to improve lives and build community by engaging individuals and mobilizing collective action. The most important thing United Way can do for our community is to use our reputation, relationships and expertise to bring together our community's resources of people, time, talent, relationships, expertise, technology, money and more. By channeling our community's power behind solid strategies, we can achieve lasting changes in the social conditions of individuals, families and our community.

The Opportunity

We are seeking a Part-Time Finance and Donor Services Coordinator to join our dynamic team. The team member will be responsible for general day-to-day accounting duties, gift processing, and provide occasional back-up to maintain office operations and business functions.

Compensation Structure

Based on the salary band for this role, candidates can expect to be offered a starting wage between \$23.24 – \$24.56/hour. Additionally, we offer ...

- Paid shut-down between Christmas and New Years
- On-site vehicle and bike parking
- Paid personal days

Primary Responsibilities

- Process accounts payable, ensuring that documentation has correct authorization and G/L codes.
- Assist with cycle-end reports, journal entries, and reconciliation.
- Maintain payable, payroll, and credit card records.
- Prepare and submit bank deposits, reconcile to accounting records.
- Verify the accuracy transactions in the G/L, noting discrepancies to manager.
- Assist with donation reporting, receipting, and inquiries to ensure strong donor care and data integrity.
- Support CRM operations through accurately recording donations, processing payments.
- Coordinate lottery licensing, compliance, and regulatory requirements with AGCO and municipal authorities.
- Manage lottery operations, including the online platform and all related financial reconciliation.
- Provide financial and administrative support to the Finance team's leadership, e.g., annual audit, preparing statements, filling in during absences.
- Assist with general office tasks, e.g., processing mail and couriers, recording postage and copier usage, telephony; help at special events.
- Participate in organizational Diversity, Equity, and Inclusion & Indigenous Collaboration activities.
- Complete other duties as assigned.



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Application details:

Please email your cover letter and resume as a single document (in docx or pdf format only) to Lisa Simmons, Executive Assistant and Human Resources Partner
e. lsimmons@unitedwayem.ca

This posting is for an existing vacancy.

Deadline: Wed., June 24, 4:30 p.m.

We appreciate all applicants for their interest; however, only those chosen for an interview will be contacted.

Artificial Intelligence usage (AI)

United Way Elgin Middlesex does not use (AI) to screen, assess, or select candidates. Each application is reviewed by a real person, and human decision makers are involved at each stage of our recruitment process.

Our Ideal Candidate Will Possess

- Post-secondary education in bookkeeping or accounting
- 1–3 years of accounting experience, preferably in accounts payable
- Proficient in accounting software and Microsoft Office (advanced Excel skills)
- Experience with CRM databases considered an asset
- Strong organizational, time management, and multitasking abilities
- Strong judgement and discretion with confidential and sensitive information
- Proven ability to meet deadlines in a fast-paced environment
- Experience in the nonprofit or fundraising sector is an asset
- Strong communication and interpersonal skills; able to work collaboratively with diverse stakeholders
- Ability to lift 20–30 lbs (9–13 kg)
- Clear Criminal Record Check and credit report required within 30 days of employment
- Valid Ontario driver's license and access to a vehicle with minimum \$1,000,000 insurance

United Way is committed to diversity and encourages applications from people who are Indigenous, racialized, 2SLGBTQ+, women, persons with disabilities, and other overlooked and underestimated groups.

As an equal opportunity employer, United Way is committed to accessibility and to protecting the human rights of its employees. In support of this aim, United Way Elgin Middlesex has an accommodation process in place to provide accommodations to employees with disabilities or when otherwise required under human rights laws.