



4040 Lawrence Ave E.
Scarborough, ON M1E 2R2

Phone: 416-208-9889
Fax: 416-208-9239

Email: info@thestorefront.org
www.thestorefront.org

Finance and Operations Coordinator - Job Posting

Existing Vacancy

Compensation: \$52,460

Full-time, 12-month contract

Hybrid role located in Scarborough

THE OPPORTUNITY

Join us as our Finance and Operations Coordinator. This newly created and critical role is designed to support the accuracy, coordination, and continuous improvement of The Storefront's finance and administrative systems, ensuring that our day-to-day operations and reporting processes are consistent, reliable, and aligned with funder and operational requirements.

Deeply rooted in the Kingston-Galloway/Orton Park community of East Scarborough, for 25 years, The Storefront has been working with grassroots leaders, organizations and institutions to improve social, economic, and environmental conditions for the residents who live in East inner-suburban communities.

We are committed to continuing to foster a healthy and value-based organizational culture. This is what some of our staff had to say about the organizational culture at the East Scarborough Storefront:

- "I'm encouraged to bring my whole self to work."
- "My supervisor and team encourage me to take breaks and utilize my Personal Days to prevent burnout."
- "The Storefront prioritizes empathy and a people-first approach - this makes me feel like there's a safe space for honesty and openness at work."
- "We have a diverse staff group and have persons from all walks of life."

The Storefront is a project on [MakeWay's shared platform](#) (see organizational context below).

ABOUT YOU

You will work closely with staff and the Co-Directors across The Storefront to support financial processing, reconciliation, reporting, and administrative systems. You will help ensure financial data is accurate, current, and aligned across internal systems and MakeWay reporting requirements.

You're the ideal candidate if you have the following:

Experience & Education

- Post secondary diploma or degree or 5 year equivalent work/educational experience in finance support, administration, bookkeeping or a related field.
- Experience supporting financial processing, reconciliation, and bookkeeping functions in a nonprofit or public sector environment
- Strong proficiency working with spreadsheets and financial tracking tools (advanced Excel skills considered an asset)
- Experience working with financial data across multiple systems (e.g., internal trackers and general ledger systems)
- Familiarity with nonprofit finance processes and funder reporting requirements

Skills

- Strong attention to detail and comfort working with financial data and transaction records.
- Strong analytical skills to identify discrepancies and support reconciliation processes.
- Intermediate to advanced proficiency in Google Workspace and Excel-based tracking systems
- Ability to interpret financial information and support clear, accurate reporting
- Strong communication skills for following up with staff on documentation and clarification
- Ability to collaborate across teams and support shared systems and workflows

Approach

- Commitment to equity, anti-racism, and anti-oppression principles and goals.
- Collaborative approach to working with diverse teams, prioritizing a people-first mindset.
- Strong organizational skills and ability to manage competing priorities with accuracy
- Flexibility and willingness to support evolving operational needs and improve systems over time
- Alignment with The Storefront's values and principles, as articulated in our [Playbook](#)
- Lived experience of poverty, racialization, or other forms of marginalization considered an asset.

KEY RESPONSIBILITIES

Financial Processing & Operational Coordination

- Process invoices, reimbursements, credit card expenses, petty cash, and cash advances
- Ensure expenses are accurately coded and supported with required documentation
- Maintain vendor records and support payment set up
- Follow up with staff to ensure timely submission of receipts and approvals

Budget Monitoring & Financial Reconciliation

- Support regular reconciliation between internal budget trackers and general ledger systems
- Maintain and update budget tracking tools
- Identify and support resolution of discrepancies
- Support staff in understanding actual vs. budgeted spending

Financial Data & Reporting Support

- Support accurate financial data across tracking systems
- Assist with preparation of financial reports for funders and internal use
- Organize and validate financial documentation for reporting
- Support year-end and year-start financial administrative processes

Systems, Administration & Operational Support

- Support onboarding and offboarding setup (e.g email, Google Workspace access, shared drives)
- Maintain organized financial and administrative records
- Provide basic support for system access and permissions

ORGANIZATIONAL CONTEXT

The Storefront is a project on [MakeWay's shared platform](#).

MakeWay Society holds full legal and fiduciary responsibility for the work of The Storefront and delegates responsibility for the vision and community based priorities and strategies to The Storefront Steering Committee and Director; ***the selected candidate will be an employee of MakeWay.***

MakeWay is a national charity and public foundation with a goal to enable nature and communities to thrive together. We do this by building partnerships, providing solutions, grants, and services for the charitable sector across the country.



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Our offices are open to serve the community and therefore this is a hybrid role; currently we develop a monthly schedule which allows all of our staff to work in the building. When staff are not scheduled to be in the building, they work from home.

For more information about The Storefront and MakeWay, please visit:

www.thestorefront.org
<https://makeway.org/solutions/shared-platform/>

HOW TO APPLY

Candidates can apply by sending the following to the email contact below:

- 1 page cover letter on the skills and experience that you bring to this position
- Your resume

Email Contact: recruitment@thestorefront.org

Please use the following subject line: Finance & Operations Coordinator

Closing date: Sunday, July 26, 2026

- Selected candidates will be invited to attend an in-person group screening on Thursday, August 6, 2026
- Interviews will be held on Monday, August 10, 2026.

As part of our commitment to a transparent hiring process, please know that artificial intelligence (AI) is not used to screen, assess, or select candidates for this position. All applications will be reviewed and evaluated by members of the hiring team.

MakeWay and The Storefront are strongly committed to creating a diverse and equitable workplace reflective of the community; we welcome and encourage applications from Black and Indigenous people, as well as other racialized and equity deserving groups. We are proud to be an equal opportunity employer.

We will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.