

JOB POSTING

Finance Administrative Assistant

12-month Contract - Middlesex

Posting Date: Friday July 31, 2026

Closing Date: Monday August 17, 2026

Position title: Finance Administrative Assistant

Organization: Alzheimer Society Southwest Partners

Do you have a passion for working with older adults, including people living with Alzheimer's disease and other dementias and their care partners? Are you looking for a position that offers variety and incredible job satisfaction?

About This Position:

Job Status: Full-time, 12-month Contract, 35 hours per week (new role)

Location:

- Alzheimer Society Southwest Partners: **Middlesex Site** – 435 Windemere Road, London

Summary:

The Finance Administrative Assistant is an important part of the operations and finance team. This role maintains flow of invoices, has knowledge of finance-related operations within all departments and communicates with good judgment, sensitivity, and tact. With strong attention to detail and an ability to multi-task, the Finance Administrative Assistant provides administrative support to the team through a variety of tasks related to the organization. This includes responsibilities supporting the community clinical team with the respite program, accounts payable and receivable, requiring accuracy and discretion in handling financial data. The Finance Administrative Assistant is a natural with computers and databases and possesses the skills to assist in maintaining the organization and office's administrative and financial processes.

Duties and Responsibilities:

Accounts Payable

- Enter all bills for payment in QuickBooks software coding based on program.
- Produce cheques or pay invoices by direct deposit for A/P bi-weekly.
- Monitor cash flows.
- Track grant monies/expenses.
- Enter and reconcile VISA expenses.

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Billing/Accounts Receivable

- Prepare invoices for sponsorships, education sessions and all other billing as required.
- Ensure A/R is up to date with receivables paid in a timely manner and payments applied.

Administrative and Departmental Support:

- Prepare the bank deposit and appropriate bank deposit forms, assist in bank deposits as requested.
- Assist Finance team with month end responsibilities as required
- Support the Community Clinical Manager in monitoring and tracking expenditures related to the DRC respite program.
- Maintain and analyze respite funding utilization
- Assist in the preparation of monthly and quarterly DRC Program reports, as requested by the Community Clinical Manager.
- Prepare and maintain accurate records, spreadsheets, and supporting documentation related to DRC respite funding and reporting requirements.
- Liaise with external respite providers to verify invoice accuracy, resolve billing discrepancies, to ensure proper allocation of program funds.
- Assist in supporting designated manager and their team.
- Other duties as assigned by supervisor, director or CEO.

Evaluation & Other:

- As an employee of a non-profit organization, you are expected to participate in fund development activities as required,
- Quarterly performance meetings and annual performance review with Supervisor.

Required Qualifications:

- Post-Secondary Education in a relevant field (such as business administration), adequate work experience or a combination of both.
- 2-3 years of relevant experience in an administrative role.
- Able to work within an environment that requires a high degree of professionalism, confidentiality and discretion.
- Exceptional ability to focus, multi-task, and follow-up with accuracy and efficiency.
- Demonstrated proficiency in Microsoft 365, Power Point, Word, Outlook and Excel.
- Excellent interpersonal, communication and organizational abilities (verbal and written).
- Strong time management skills.
- Experience with accounts payable / receivable.
- Experience working within and maintaining databases.
- Experience supporting Finance related work
- Valid driver's license and access to a vehicle.
- Valid Vulnerable Sector Police Check screening required.

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Preferred Qualifications:

- Experience in the non-profit health care sector.
- Knowledge of Alzheimer disease and related dementias.
- Knowledge and experience around Health and Safety.

Immediate Supervisor: Finance Controller

Indirect Supervisor: Director of Operations

Direct Reports: None

Working Conditions:

In office setting. Some work from home. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Some travel may be required, some limited, occasional, evening and weekend work required.

About Us**Organization Overview:**

The Alzheimer Society actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

Our Vision:

No one impacted by dementia goes unsupported.

Our Mission:

We provide community and person-centered support and education to those impacted by dementia.

Our Values:

Collaboration, Excellence, Respect, Compassion and Belonging.

Website: www.alzswp.ca

WHY US!

- Positive workplace culture
- A great team with meaningful goals and values
- Mentorship
- Employee assistance program
- Professional development opportunities
- Salary range: Grade 3 - \$46,365 - \$55,638 per year
- Generous paid vacation time, paid sick time, personal days and birthday off paid
- Office hours: Mon - Fri, 8:30 am to 4:30 pm
- Hybrid work, flexible work arrangement, 35-hour work week

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TO APPLY:

Interested applicants will submit a **complete application package including cover letter and resume in .pdf format to: HR@alzswp.ca** (with the job title listed in the subject line).

All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.

Commitment to Equitable Recruitment:

The Alzheimer Society Southwest Partners (AlzSWP) recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values (collaboration, excellence, respect, compassion and belonging) and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. AlzSWP welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQAI+.