



Finance and Administration Coordinator

Reports to: Manager, Finance & Operations

Salary: \$23–\$27 per hour (commensurate with experience)

Position Type: Part-time (20–24 hours per week), with the intention to transition to full-time. Schedule to be determined collaboratively within business hours.

Location: 63 Tacoma Drive, Dartmouth (Hybrid work model)

Application Deadline: March 22, 2026 at 11:59 PM AST

Anticipated Start Date: April 2026

About The PREP Academy

The PREP Academy is a community-based non-profit organization that inspires and prepares African Nova Scotian students for college and university. We coach students in Grades 10, 11, and 12 and continue to provide wraparound supports as they transition into and complete post-secondary education.

Our culturally informed programs support students and families as they plan, prepare, and pursue college and university directly after high school. We are a mission-driven team committed to educational equity, student success, and community impact.

Position Summary

The Finance & Administration Coordinator plays a vital role in supporting the organization's day-to-day financial operations and administrative functions. Reporting to the Manager of Finance & Operations, this role ensures accuracy in financial processing, record-keeping, and reporting, while also providing administrative and HR support across the organization.

This position is ideal for someone who enjoys detail-oriented work, thrives in structured systems, and takes pride in helping a mission-driven organization operate smoothly and efficiently. The role will begin as part-time, with the intention of expanding to full-time as organizational needs grow.



Finance and Administration Coordinator

Key Responsibilities

Accounting & Finance

- Support monthly reconciliations, budget tracking, and preparation of financial statements and reports for management and funders
- Process bi-weekly payroll and related remittances
- Manage accounts payable, receivable, invoices, and employee expense reimbursements
- Coordinate donation processing, including resolving payment issues and updating records
- Maintain the full cycle of student subsidies, including application preparation, tracking, reconciliation, and payroll disbursement
- Support annual audits, financial grant reporting, forecasting, and cash flow monitoring

Administrative & HR Support

- Maintain employee files and support recruitment, onboarding, and HR documentation
- Process payroll updates and group benefits enrollments or changes
- Provide administrative support including scheduling, meeting coordination, and document preparation
- Monitor and triage the organization's general email inbox

Other duties as required to support the Finance & Operations function.

Education and Experience

- Postsecondary education in bookkeeping, commerce, accounting, or a related field or currently pursuing studies in one of these areas (equivalent practical experience welcomed)
- Experience in nonprofit organizations is considered an asset
- Proficiency with financial systems such as QuickBooks Online, Dext, and related accounting software
- Strong working knowledge of Microsoft Office and Google Workspace;



Finance and Administration Coordinator

familiarity with CRMs is an asset

- Demonstrated ability to manage multiple priorities with strong attention to detail

We recognize that candidates may bring transferable skills from different sectors. If you are excited about this role and believe you can contribute meaningfully, we encourage you to apply even if your experience does not perfectly match every qualification listed.

Ideal Candidate

You are someone who:

- Brings strong organizational skills and a high level of accuracy
- Communicates clearly and professionally
- Is proactive, adaptable, and able to work both independently and collaboratively
- Thrives in a mission-driven environment
- Demonstrates discretion and sound judgment when handling financial and HR matters

Benefits

The PREP Academy supports a healthy work-life balance. We offer:

- Health and dental benefits
- Life insurance
- Educational assistance
- Annual professional development allowance
- Annual employee scholarship program
- 2 weeks paid vacation to start
- 3 weeks paid time off during the December holiday shutdown
- Free parking
- Flexible hybrid work environment



Finance and Administration Coordinator

How to Apply

Please merge your cover letter and resume into one PDF and:

- send to: hr@thepreacademy.ca
- use the subject header: Finance and Administration Coordinator

Employment is subject to a successful vulnerable sector check.

Statement of Intention: We are dedicated to empowering and uplifting Black youth in education through our programs, initiatives, and advocacy. While our mission focuses on serving Black students and addressing systemic inequities in education, our team reflects a commitment to diversity, equity, and inclusion across all identities. We welcome and encourage applications from individuals of all backgrounds. Candidates do not need to identify as Black but must demonstrate a deep understanding of and respect for the lived experiences, cultural backgrounds, and unique challenges faced by the students and communities we serve.

We thank all applicants, however only candidates selected for an interview will be contacted. Employment is subject to a successful clearance of a vulnerable sector check.