



### Background

Right To Play is a global organization committed to improving the lives of children and youth affected by conflict, disease and poverty. Established in 2000, Right To Play has pioneered a unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and building peaceful communities. With programming in 15 countries, Right To Play transforms the lives of nearly two million children each week using play and sports, both inside and outside of the classroom. Right To Play is headquartered in Toronto, Canada and has operations in North America, Europe, the Middle East, Africa and Asia. The United States National Office is located in New York City.

### Job Summary

Reporting directly to the Co-National Director of the US National Office (USNO), the Finance & Office Assistant is an integral player among our fundraising office. This is a 24 hours a week, part-time position, with potential for full-time in the future. If you are a highly motivated individual who wants to utilize your excellent interpersonal, analytical and organizational skills, we want you on our team. You will provide support to the team by executing the donor acknowledgement process, work with accounting to ensure data entry accuracy of all revenue and expenses, provide reports for accounts payable, and oversee the smooth and steady flow of all the office functions. The Assistant will closely collaborate with all US staff within the various functions of the office and will maintain a close relationship with key finance contacts at Right To Play HQ.

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### Primary Responsibilities

#### Finance (55%)

- Ensure proper tracking and reconciliation of donations into accounting software and database, working closely with the HQ Finance team to ensure that all entries have been properly reconciled on a monthly and annual basis
- Prepare Accounts Payable reports to ensure timely payment and accounting of all expenditures flowing through office
- Organize and reconcile expense and credit card reports.
- Assist Development Associate when needed to ensure that the Charity's database (MCRM) is kept fully up-to-date across all functions
- Help provide documentation to HQ and US staff during the annual USNO external audit

#### Donor Services (25%)

- Draft, send and maintain records of all Gift Acknowledgments, tax receipts and thank you notes in a timely manner.



**RIGHT TO PLAY**  
PROTECT. EDUCATE. EMPOWER.

**JOB DESCRIPTION  
FINANCE AND OFFICE ASSISTANT  
RIGHT TO PLAY USA**

Office Operations (20%)

- Organize office operations and procedures; supervises and coordinates the maintenance of office areas and equipment.
- Ensures office supplies are ordered and dispersed, ensuring we are keeping within Administrative budgets.
- Work with HQ to ensure IT systems, email and internet is maintained and functioning

Qualifications

- 1-3 years of administrative experience; office management a plus
- Excellent numeracy skills with the ability to maintain accuracy and present financial and non-financial data in a clear and accurate format
- Strong IT skills with experience of working with Microsoft Office
- Knowledge of using database systems such as Microsoft CRM
- Associates degree required
- Understanding of basic accounting concepts
- Demonstrated ability to manage multiple projects and deadlines
- Commitment to Right To Play's mission, vision and strategic direction with the ability to serve as a strong, compelling ambassador for the organization
- Strong and confident communication skills and an ability to build good working relationships with colleagues
- Ability to organize and plan own work and work identifying conflicting demands
- Makes decisions that improve day-to-day work procedures, practices and efficiency
- Reputation for energy, initiative, intellect, flexibility and talent as a team player