



Elmwood Community Resource Centre

Job Posting **ECRC Finance Administrator**

Job Status: 35 hours/week

Salary Range: Salary compensation commensurate with education and experience

Closing Date: July 6th, 2018

Start Date: July 16th, 2018

The Financial Administrator is responsible for the financial operations of the Elmwood Community Resource Centre. The Finance Administrator will work closely with the Executive Director and Development Manager. The Centre has an annual operating budget of around \$ 1 million dollars.

Qualifications

- Certified General Accountant or Certified Management Accountant designation or Business Management/Administration is an asset.
- Minimum of 3 years' experience managing finances in a non-profit organization.
- Experience working with Quick Books and Excel.
- Excellent interpersonal communication skills both verbal and written.
- Excellent computer and administrative skills.
- Satisfactory Criminal Record and Child Abuse Registry Check.
- A valid driver's licence and a vehicle is an asset

Responsibilities

- Monitoring financial activities and ensuring that the organization stays on budget
- Preparing Annual Budget and program budgets in consultation with the ED
- Monitoring bank reconciliations and month-end adjustments
- Ensuring that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax
- Preparing monthly financial reports for the Executive Director
- Preparing supporting information (year-end) for the annual audit and coordinate with the Auditor for year-end audit requirements.
- Preparing and submitting financial reports for funders as per funding agreements
- Submitting bi-weekly payroll
- Prepare bills, invoices and bank deposits, providing regular reports to the Executive Director
- Monitor petty cash, accounts receivable, accounts payable
- Other administrative duties as assigned by Executive Director

Submit Resumes and a cover letter to:

Nina Condo

Executive Director

Elmwood Community Resource Centre

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