



## 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: November 17th, 2018

Start Date: December 3<sup>rd</sup>, 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.

#### 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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