

A PORT IN THE STORM



Job Description

Position Title: Finance & Administrative Specialist

Type of Position: Part-time, 20 hours per week*

Reports to: Executive Director

Location: Winnipeg, Manitoba

Effective Date: Immediately

Nature and Scope

With the support of management and the Finance Committee, the Finance & Administrative Specialist has the primary responsibility for the effective and efficient day-to-day finances and office administration

The Finance & Administrative Specialist maintains excellent communication and reporting methods to ensure efficiencies within the organization. The mandate is to operate the Port harmoniously with the assistance of volunteers to further advance the vision, mission and values of the organization. This position will work closely with the Guest & Volunteer Manager and Executive Director and collaborates regularly with committees and volunteers as required.

The Finance & Administrative Specialist will work primarily part-time days (20 hours per week), full-time days (40 hours per week) to cover the Guest & Volunteer Manager position when on planned leave. Additionally, this position may be required from time-to-time to work outside of these hours and will be required to be on call every third weekend per month or as required*

Primary Duties and Responsibilities:

Financial Management

- Prepare financial statements by following approved procedures for depositing, invoicing, paying, and recording
- Process accounts payable ensuring timeliness and accuracy of information
- Process accounts receivable ensuring timeliness, accuracy of codes and appropriate backup
- Prepare accurate bank reconciliations and deposits

- Reconcile month-end and prepare financial reports for the Finance Committee
- Processing payroll bi-monthly and CRA remittances monthly
- Prepare schedules for cheque signing
- Communicate with vendors on a regular basis
- Review and monitor operations versus program budget and report any discrepancies to the Executive Director
- Write accounting processes and occasionally review and develop financial policies with the Finance Committee
- Train and orient new volunteers with accounting processes
- Work closely with the Finance Committee and the Executive Director
- Provide working papers and assistance as required to external auditors at year-end
- Prepare and file GST returns

Administration

- Enter and maintain fundraising activities weekly in the donor database, prepare tax receipts and administer activities in the donor stewardship plan
- Oversee general administration duties, such as checking mail, typing letters/minutes, scheduling meetings, booking travel, meeting arrangements, etc.
- Forward incoming general emails to the appropriate staff/board member
- Update the guest registry and donor database weekly; provide reports monthly to the Executive Director
- Update monthly donor listing and general information on the website
- Prepare database and execute mail-outs for newsletters and fundraising campaigns
- Ensure information technology is up-to-date and office equipment is maintained
- Access, suggest and implement cost-savings measures with existing vendors or applications. Train staff and volunteers as necessary on changes.

Guest Relations

- Provide support and coverage for the Guest & Volunteer Manager as required
- Answer telephone calls and answer questions regarding the Port
- Help guests with any questions or concerns

Participate in Continuous Quality Improvement (CQI) initiatives

- Identifying areas for quality improvement, while implementing changes where appropriate
- Participate in staff and program development meetings as required
- Participate in regular meetings with the Executive Director

Specific Skills:

- Minimum 3 years of general accounting and payroll experience
- Management experience would be an asset
- Experience with QuickBooks or similar accounting software
- Experience with Microsoft Office applications

- Experience using E-tapestry or similar fundraising software
- Excellent interpersonal, oral and written communication skills
- Self-directed, exceptional organizational and problem-solving skills
- Reliable and flexible
- Respect a culturally diverse population
- Hold a valid Class V driver's license
- Successfully complete a criminal record check