

Finance Administrator Job Description

(Part-time contract)

March 2023

Since opening its doors in 1988 Bruce House has been delivering a 'housing-first' approach for people in our community living with, and impacted by, HIV/AIDS. We are committed to ensuring our clients have access to stable housing, supported independence, and opportunities for healthy living. This is achieved by providing appropriate and affordable apartments; by providing practical supports such as food, clothing, and assistance with medical appointments and travel; and by providing psycho-social supports via programs such as monthly Client Socials, a Community Kitchen program, arts and crafts activities, and providing clients with Volunteer Buddies to decrease social isolation.

Many of our clients face additional challenges in addition to HIV, often with little or no support network. Bruce House provides a support system for clients who may not have sufficient supports in their lives (e. g. from friends and family).

Job Summary

Working with Senior Management, the Finance Administrator at Bruce House is responsible for the coordination, direction and delivery of all financial procedures and transactions.

Tasks & Responsibilities

Professional Responsibilities

- Record and maintain Bruce House financial transactions, including expenses, revenues, journal entries and payments in accounting software.
- Processing of all accounts receivable and payable.
- Prepare monthly reconciliations including bank, accounts receivable and accounts payable.
- Reconcile monthly credit card statements and record expenses.
- Completion of internal and external financial reporting including semi-annual HST/GST filing and annual CRA filing.
- Biweekly payroll and associated duties such as issuing T4s and staff attendance/leave tracking.
- Reconciliation of balance sheet and income statements.
- Conduct banking including deposits.
- Prepare monthly financial statements for the Board of Directors and Finance Committee; assist in ongoing and year-end projections.
- Preparation of full cycle financial statements to audit working papers and liaison with external auditors with Senior Management.
- Provide monthly reports in program and project finances (budget-to-actuals).
- Working with Finance Committee on development of financial policies and procedures to ensure compliance with GAAP and risk management policy to identify and manage current and future finances.
- Assist Senior Management with preparation of annual budget and quarterly forecasting with variance analysis.
- Other financial duties as required by Senior Management

Administrative Responsibilities:

- Attend monthly staff meetings.
- Attending monthly or bimonthly Finance Committee meetings (may be evenings).

Qualifications

Personal Suitability

- Commitment to anti-oppression and anti-oppression values.
- Able to work independently with minimal supervision.
- A passion for non-profit work for social change.
- Comfortable working in a small office which may include occasional interactions with clients.

Physical and Cognitive Demands

- Attention to detail and follow-through.
- High level of organization.

Language

- Bilingual (English and French) preferred. Note that the office primarily operates in English.

Education and Experience

- Post-secondary degree or diploma in bookkeeping and accounting.
- A minimum of 3-5 years in bookkeeping experience preferably in the not-for-profit charitable sector.
- Advanced computer skills (MS Word, Excel spreadsheets and databases).
- Working experience SAGE Simply Accounting and knowledge of Quick Books.
- Experience with budgets, and finances.
- Able to exercise and use discretion in dealing with and maintaining matters of confidentiality.

Conditions of Employment

- Comfortable working in an office environment.
- 21 hours a week
- 12 paid sick days
- 4% vacation pay
- Benefits
- \$24.00 /hour

1-year part-time contract with high potential for renewal.

We hope to fill this position by April 17th, however the job posting will remain open until a candidate has been selected.

Bruce House welcomes all applicants to apply. We celebrate diversity and individuality, and challenge ourselves to create a respectful environment.

Please do not hesitate to let us know if you need any accommodations in regard to accessibility.