**Financial Assistant –Temporary Part-time**



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| * Bookkeeping in Sage 50
* Upkeep of supporting Excel spreadsheets
* Financial Coordination
* Month-end and quarterly Financial Reporting
* Annual Audit Preparation
* Update Administrative Manual – financial section

Salary: negotiable.Contract – 1-2 days/week. Open until filled.**Key Deliverables:*** Bookkeeping: process accounts payable; update Journal Entry spreadsheet.
* Rationalize existing accounting system to properly support operations funding, grant funding, and project reporting, utilizing Sage 50 accounting software and Excel spreadsheets.
* Month-end Financial Statements: process credit card reports, prepaid month-end and quarterly financial statements, reconcile bank statements to ledger, update Major Funder, Prepaid and Deferred Revenue spreadsheets, Charitable donations receipts and membership spreadsheets.
* Maintain confidentiality and diplomacy with collaborative professionalism, including confidential PIPA and employee files.
* Bring the Administrative Manual up to date with respect to the processing of income/expenditures and project accounts reporting.
* Other support duties as requested such as filing.

In all activities, refer to the Administrative Manual, the Coalition Policy Manual and the Human Resources Policy Manual for procedures and timeframes.  |

Reports to the Administrative Coordinator; works collaboratively with program and project staff.

**Qualifications:**

* Minimum 2 years experience with financial record-keeping
* Experience in Not-for Profit and Charitable Status accounting preferred
* Extensive knowledge of Sage 50 accounting software preferred
* Extensive knowledge of Excel: spreadsheet development, formulas, charts
* Knowledge of Accrual Accounting
* Knowledge of Microsoft Outlook and Sharepoint

**Who We Are**

The Greater Victoria Coalition to End Homelessness (Coalition) is a non-profit society

committed to addressing homelessness in Greater Victoria. The Coalition was formed in 2008

and consists of over 40 stakeholder organizations including: service providers, non-profit

organizations, all levels of government, businesses, postsecondary institutions, the faith

community, and people with a lived experience of homelessness.

The Coalition is the backbone organization dedicated to coordinating various dimensions and

collaborators within a system-wide response to a range of issues related to homelessness. The

Coalition establishes the vision and strategy, supports coordinated activities, establishes shared

measurement activities, builds public will, advances policy and mobilizes funding. This suite of

activities supports a region-wide, coordinated response to homelessness and ensures this

collective effort maintains momentum and results in maximum impact.