



greater victoria
coalition to end
homelessness
hope has found a home

FINANCE AND ADMINISTRATION OFFICER

LOCATION: Victoria, BC
TERM: Part-Time: 3 days a week / 21 hours a week
REMUNERATION: \$40,000 per annum pro-rated 3 days / week (21 hours / week)

OVERVIEW

Who We Are

The Greater Victoria Coalition to End Homelessness (GVCEH) was formed in 2008 with a mission to help support an end to homelessness in the capital region. The GVCEH's activities centre around funding effectiveness, system effectiveness, inclusiveness, evidence-based reporting, and building capacity. As a backbone organization, the GVCEH facilitates information sharing, relationship building, and strategic planning to ensure the collective efforts of partners in the Region are making the greatest possible difference

Who You Are

- You seek meaningful work surrounded by people who are passionate about homelessness from a rights-based person-centred perspective
- You are values-driven and outcome oriented, thrive in a collaborative environment in which a diverse team works toward a common vision and mission
- You have strong organization and communication skills and move quickly from broad concepts to practical, actionable steps and clear deliverables
- You are comfortable in an environment with fluid deadlines and competing priorities where you, with minimal supervision, create the roadmap to accomplish your work
- You are fluent in accounting and bookkeeping, all aspects of financial standards, policies, analysis and reporting, including audit preparation and guidance
- You can support a small team with administrative tasks
- Willing to work in the office for a minimum of 2 days/week
- You are superbly organized and enjoy working on administrative policy, risk management, and human resource issues
- You have strong interpersonal skills and work well with small teams
- You have a keen eye for finance, including financial analysis
- You have knowledge and experience with all aspects of administration
- You have the ability to communicate financial data to non-financially minded people and teams

- You are patient and calm in the face of finance and administrative issues.

Why Us

- Growth Opportunities – We encourage and support ongoing formal and informal professional development
- Employee Support – We are leaders in responsive employee support options for all those who work with us
- Flexible Work Schedule – We offer the option to work remotely or to vary your work schedule, when needed / priorities allow
- Collaborative and Inclusive Work Environment – We work together in a justice, equity, diversity and inclusion seeking culture
- Great Location – We are currently located in downtown Victoria and work across the region

JOB SUMMARY

Reporting to the Executive Director, the Finance and Administration Officer works collaboratively with all staff to ensure financial and administrative activities are completed in an effective and timely way.

Key Deliverables:

- Follow regulations and guidelines and deadlines of General Accounting Principles, the BC Society Act and the Canada Revenue Agency Charities Directorate
- Maintain confidentiality and diplomacy with collaborative professionalism, including confidential PIPA and employee files
- Review and revise Sage 50 accounts according to recording and reporting needs of the Treasurer, Board of Directors, Executive Director and Funders
- Rationalize existing accounting system to properly support operations funding, grant funding, and project reporting, utilizing Sage 50 accounting software and Excel spreadsheets
- Work with staff to coordinate timely financial reporting for month-end data entry, converting from expense reporting on advanced funds to petty cash accountability
- Bookkeeping: ensure all journal vouchers accurately identify accounts to which expenditures and revenue items are assigned; ensure source documents are attached to the hard copy file; ensure vouchers are signed and dated by the Administrative Coordinator or Executive Director prior to entering data into Sage 50; process accounts payable; complete Journal Entry Voucher electronic and paper files; update Journal Entry spreadsheet. Provide financial input on funding applications. Manage the grant tracking system
- Payroll: utilize PayWorks to process bi-weekly pay periods, ensuring any required adjustments to the pay records. Ensure terminated staff are paid within timeframes set

out by the Employment Standards Act and the Record of Employment is prepared and provided to the employee

- 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
- Year-end: accurately complete the year end closure in PayWorks and authorize and ensure T-4s and Company reports are mailed to the Coalition Office in a timely fashion.
- Administration: Update and upkeep the Administrative Manual, HR Policies and any other relevant manuals
- HR: Ensure that all employment and HR key practices, processes and procedures are in place and recommend changes, as needed. Advise of any changes to legislation. File reports. Coordinate staff meetings. Execute all other HR related tasks.
- Ensure all processes are maintained during any prolonged absence from work

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in Accounting / Business Administration or a combination of relevant education and demonstrated experience (3 years minimum).
- CPA accounting designation (preferred)
- Minimum 3 years of financial and administration experience
- Experience in Not-for Profit and Charitable Status accounting is an asset
- Extensive knowledge of Excel: spreadsheet development, formulas, charts
- Knowledge of Microsoft Outlook and SharePoint
- Experience with finance and administrative processes and supports
- Experience with analysis and reporting for decision making and for compliance
- Adept with SAGE or comparable accounting software
- Ability to work with all functionalities in Excel: spreadsheet development, formulas, charts etc...
- Knowledge of Accrual Accounting
- Knowledge and experience in administrative and HR processes
- Ability to use the Microsoft suite, including SharePoint
- Demonstrated experience with all aspects of HR management
- Knowledge of employment best practices and legislation
- Ability to administer a group benefits program
- Ability to administer contracts (lease, copier etc...)

COMPETENCIES

Must possess the following enabling competencies:

- Ability to **think critically** and work under tight deadlines
- Ability to understand core **interpersonal** practices and approaches to successfully facilitate, negotiate, and manage internal and external relationships
- Ability to **communicate** complex financial information in common language
- Ability to **take initiative**, including to set achievable objectives; maintain a positive outlook; and take responsibility
- Ability to understand how decisions affect the bottom line and propose courses of action