



## **JOB DESCRIPTION**

TITLE: Finance and Administration Coordinator  
UNDER SUPERVISION OF: Finance and Administration Manager  
TYPE: Permanent with Benefits  
START DATE: Immediate

## **JOB SUMMARY**

Under the supervision of the Manager of Finance and Administration and as a member of the multidisciplinary team, the Finance and Administration Coordinator is in charge of:

- a) providing corporate affairs support for the Centre, primarily in the areas of information technology and risk management
- b) providing logistical and administrative support to the Centre's Board of Directors
- c) structuring professional development programming and opportunities for staff and the Board of Directors
- d) Lead and coordinate the Centre's volunteer recruitment, screening, placement, development and recognition program
- e) assists the Finance and Administration Manager in the processing of financial information including account payables and receivables

## **RESPONSABILITIES**

### **Administration Responsibilities**

#### **1. Information Technology**

- Advises on appropriate technology for the Centre's requirements
- Maintains an efficient computerized information system by coordinating the organization of the Fileshare electronic filing system
- Provides oversight on technology projects by acting as key contact for IT contractor
- Supports the Administration Team with the acquisition and deployment of IT systems

#### **2. Risk Management**

- Monitors risk management policies and procedures to ensure that Centre and program risks are minimized
- Coordinates the Centre's occupational health and safety program:
  - Monitors all legislation relevant to the Centre in relation to occupation health and safety
  - Co-chairs the Centre's Health and Safety Committee
  - Ensures regular health and safety inspections
  - Ensures compliance vis-à-vis incident reports

### 3. **Board of Directors**

- For regular Board meetings, Annual General Meetings and any Special Meetings of the Board
  - Sends meeting invitation on behalf of Board President to Directors and invited guests; tracks attendance
  - Books meeting space and arranges for refreshments
  - Assembles package for distribution to Directors and other relevant parties by collating agendas, minutes, reports, documents and other correspondence
  - Records and transcribes proceedings of meetings into draft minutes; ensures approved minutes are signed and deposited into the official Minute Book
  - Provides administrative support for production of Annual Report

### 4. **Policies and Procedures**

- Responsible for the maintenance and safeguarding of the following:
  - Official Board of Directors' Minute Book
  - Centre's corporate documents including Letters Patent, By-Law, etc.
  - List of General Members
  - Centre's Policies and Procedures Manual

### 5. **Volunteer Management**

Lead and oversee in collaboration with other coordinators of programs the implementation of Volunteer recruitment, screening, placement, development and recognition program.

### **Finance Responsibilities**

- Take care of accounts receivable and payables data in the accounting system (Sage 50)
- Assist the manager in the preparation of deposit books
- Assist the manager in updating account reconciliation files (Visa, personal expenses and others)
- Update funds tracking record
- Reconcile petty cash once a month
- Assist in the preparation of Mobile Market cash boxes

### **General Staff Expectations and Responsibilities**

All Centre employees have some fundamental responsibilities that go beyond the confines of their positions. These include:

- Being knowledgeable about and understanding the mission, vision and strategic plan of the Centre
- Acting as an ambassador for the Centre within and outside the Centre by
- enhancing the positive image and credibility of the Centre through their work, personal behaviour and attitude
- honouring matters which require discretion and/or confidentiality
- avoiding actual or perceived conflicts of interest
- creating an awareness of Centre programs and promoting services offered
- contributing to a positive workplace culture by engaging cooperatively with other staff

- members
- assisting in the training of new staff, student placements and volunteers, as applicable
  - Maintaining awareness of and compliance with Centre policies and procedures
  - Maintaining awareness of and compliance with funder requirements, policies, procedures, and regulations, as applicable
  - Being prepared for, attending and actively participating in staff, team and other Centre meetings, as required
  - Volunteering for various ad-hoc Centre committees as well as “pitching in” to help other staff members when requested and where possible
  - Maintaining up-to-date professional skills and knowledge through formal and informal training

## **QUALIFICATIONS**

### **1. Experience and Competencies**

- Experience working in a busy community service environment serving a diverse population
- Excellent communication skills, including tact and diplomacy
- Training and experience in planning and project management
- High levels of organization, initiative and flexibility
- Ability to multitask, set priorities and self-direct in tasks
- Advanced knowledge of Microsoft Office and internet search engines
- Understanding of root causes of poverty
- Egalitarian philosophy, non-judgmental attitude and ability to work effectively in a small, but nimble, multi-disciplinary team

### **2. Education**

- Post-secondary college or university certification in relevant field

### **3. Language**

- Fluency in French/English (oral and written) required

**Please send a cover letter and resume to [RH-HR@crerr.org](mailto:RH-HR@crerr.org). We thank all applicants for their interest in the position, but we will only contact those selected for an interview.**

**Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), we invite you to contact our Human Resources department at [RH-HR@crerr.org](mailto:RH-HR@crerr.org) to enable us to make arrangements appropriate if you need accommodations at any stage of the process.**