

Finance Administrator

About Calgary Seniors' Resource Society

We're all about crafting inclusive, connected communities where everyone can strut their stuff and thrive. Our mission? To create vibrant, diverse communities through personalized, client-centered supports and connections.

Volunteers are the lifeblood of our organization, the true MVPs who make it all happen. They deliver social support programs like rides to appointments, shopping assistance, friendly calls, and even pet care. The bonds formed between our volunteers and clients are pure magic, brimming with friendship, companionship, and shared wisdom. We welcome all kinds of volunteerism, from casual helping hands to professional contributions, ensuring everyone has a chance to shine.

Creativity, innovation, and human-centered design drive us from the inside out. We're always on the lookout for fresh ways to tackle social challenges and provide top-notch, client-centered support. Our outreach services empower individuals to thrive at home, with support tailored to their unique needs and preferences. This commitment to innovation and personalized care? It's what sets us apart from the pack.

We serve our community with unwavering integrity and empathy. As we stride forward in our mission to create inclusive, interconnected communities, we're guided by our core values and a dedicated team. Together, we envision a future where aging is synonymous with vibrancy, fun, opportunity, growth, and meaningful connection.

Join us and be a part of an organization that's not just changing lives but transforming communities.

The Position: Finance Administrator

Hello, financial gurus! Do you love and dream numbers? Can you manage detailed records and make sure that everything balances out with no delinquent pennies? Can you balance payroll, expenses, and cheque runs without breaking a sweat? If you're nodding vigorously, then you might just be our next Finance Administrator!

As our Finance Wizard, you'll be the hero behind the scenes making sure our non-profit's finances run like a well-oiled machine. Reporting directly to the Co-Executive Directors, you'll handle everything from day-to-day bookkeeping and payroll to other crucial financial activities. Your eagle eye for detail and commitment to getting it right will keep our mission on track and help us rock this organization to success.

Who We're Looking For

We want someone who doesn't just think outside the box – we want someone who jumps out of it and sets it on fire (safely, of course). You're not afraid to roll up your sleeves, get creative, and make things happen. You love seniors and align closely with our mission of fostering inclusive, connected communities.

Key Characteristics:

- **Passionate and Aligned:** You care deeply about the well-being of seniors and our mission. You live and breathe our values and vision.
- **Inspired and Energized:** You're excited by our direction and can't wait to set ambitious goals, work with multiple teams to help them keep on track, and make sure that we use our funds in the best way possible.
- **Organized and Efficient:** You're highly organized with impeccable time management skills. You juggle multiple tasks like a pro.
- **Hardworking and Driven:** You're dedicated to the cause with a work ethic that would make a beaver jealous.
- **Creative and Innovative:** You're a creative thinker with innovative ideas for processes, transformation, and new financial approaches.
- **Culturally Fit:** You fit seamlessly into our team, working well with others to create a collaborative and supportive environment.
- **Curious and Engaging:** You're always learning and eager to understand the contributions of your colleagues. You integrate this knowledge with your financial know-how.
- **Charming and Pleasant:** You have excellent interpersonal skills, connecting easily with multiple teams.

If you're ready to join a team that's making a real difference in the lives of seniors and you're not afraid to bring your A-game, we want to hear from you!

Key Accountabilities and Deliverables

Bookkeeping and Financial Transactions:

- Process and record daily financial transactions, including bank deposits, accounts receivable, accounts payable, and cheques.
- Ensure accurate data entry into QuickBooks Online to maintain up-to-date financial records.
- Handle invoices and payments, ensuring timely processing and adherence to payment schedules.

Payroll Administration:

- Oversee and execute the payroll process, including running cyclical payroll, issuing ROEs, and maintaining payroll records.
- Ensure compliance with payroll regulations and accuracy in payroll calculations.

Expense and Budget Management:

- Process and track expenses, ensuring proper documentation and adherence to budgetary guidelines.
- Assist in the preparation and monitoring of the organization's budget.

Reconciliations and Audits:

- Conduct month-end reconciliations, including GL accounts, sub-ledger balances, credit cards, bank statements, and vendor statements.
- Support interim and year-end audit cycles by providing necessary documentation and financial reports.

Financial Reporting:

- Prepare regular financial reports for internal review, ensuring clarity and accuracy.
- Assist in the preparation of reports required for grants and funding, ensuring compliance with grant terms and conditions.

Administrative Support:

- Support the Office Administrator with high-level administrative tasks such as insurance renewals and gift card tracking.
- Collaborate with other departments to ensure financial processes align with organizational goals.

Education and Experience

- Minimum of 5 years of experience in bookkeeping and payroll administration, preferably in the non-profit sector.
- Strong understanding of bookkeeping principles and practices.
- Experience with basic payroll processing (20-30 employees).
- Proficiency in QuickBooks Online and Microsoft Office Suite.
- Excellent communication skills, both written and verbal.
- Attention to detail and a high degree of accuracy.
- Ability to work collaboratively and adapt in a dynamic environment.
- Completion of a successful police information check.

Working Conditions

- Works primarily in an office setting with flexibility to work from home two days per week.
- Standard work week (Monday-Friday, 37.5 hours per week).
- Steady-paced work environment focused on financial support services for our mission.

Details

- Reports To: Co-Executive Directors
- Hours of Work: Standard work week (Monday-Friday, 37.5 hours per week) with flexibility to work from home up to two days per week.
- Salary: \$55,000-\$65,000 per year, plus benefits

Agency Profile

Calgary Seniors is committed to fostering inclusive, connected communities where people of all ages thrive. Our vision is to create a society where individuals from diverse backgrounds come together to form vibrant communities, offering opportunities for everyone to flourish. Central to our mission is the dedication to providing personalized, client-centered supports, services, and connections that empower older adults on their aging journey.

Our social workers serve as steadfast anchors, navigating the complexities of aging by offering comprehensive support. They provide vital information, facilitate connections to supportive programs and services, and offer stabilizing and transitional resources, such as emergency food and medical supplies. By empowering seniors to address challenges autonomously and respecting their agency, our social workers uphold their dignity and affirm their inherent worth.

Volunteers form the backbone of our organization, enabling many of our social support programs. These programs offer a range of social and practical assistance, including rides to appointments, shopping assistance, friendly calls, and support with pet care. The relationships between volunteers and seniors are mutually beneficial, with both parties gaining friendship, companionship, and wisdom. We embrace diverse forms of volunteerism, from informal gestures to professional roles, to create a space where everyone can contribute and thrive.

At Calgary Seniors, we prioritize innovative solutions and human-centered design, constantly exploring creative approaches to address social challenges. Our commitment to a client-centered approach ensures that the needs and preferences of seniors are always our top priority. Through personalized outreach services, we empower older adults to age vibrantly in their own homes, tailoring our support to meet their unique needs and preferences. This commitment to innovation and being person centric distinguishes us, driving us to continually push the boundaries of traditional service delivery and better serve the seniors in our community.

We serve seniors with unwavering integrity and empathy, offering outreach-style services that empower them to age vibrantly in the comfort of their own homes. As we press forward in our mission to cultivate inclusive, interconnected communities where vibrant aging is accessible to all, we are steadfastly guided by our core values and our devoted team. Together, we envision a future where aging embodies opportunity, growth, and meaningful connection.

Next Steps

Ready to apply? Dust off your resume, channel your inner bookkeeping rockstar, and send us your application. Let's make magic happen together!

Application Deadline is Friday, July 26, 2024 at 4:00 PM

Please submit your resume and cover letter to:

Annastasia Stevens & Joel Sinclair, Co-Executive Directors
S3Hiring@calgaryseniors.org