



**Our VISION:** A vibrant, joyful child and family community where families connect, share, learn and grow.

**Our MISSION:** Inspiring families to build caring relationships with each other, our neighbours, and the broader community.

**Welcoming families since 1976**

## **Financial Administrator – ROLE DESCRIPTION**

### **Role Overview**

The Financial Administrator is responsible for the successful day-to-day accounting, biweekly payroll and other related business and operational matters of the Family Drop in and the Circles of Care and Connection Programs. The scope of the role requires the Financial Administrator to effectively manage all dimensions of operational administration. This position works as an integral part of the MPFCS leadership team and reports to the Executive Director.

### **Specific Accountabilities Systems**

- Establishes/maintains accounting systems/accounts
- Establishes/maintains payroll systems/accounts

### **Financial Reports/Statements**

- Prepares annual budgets in consultation with the Executive Director
- Prepares quarterly financial statements
- Prepares accounts for the annual external audit/review
- Monitors financial expenditures for various funders/ministries
- Monitors contract expectations and ensures timely submission of financial reports
- Prepares budgets for project proposals and funding applications

### **Accounts Receivable/Payable**

- Processes and manages accounts receivable and payable, cash receipts and disbursement
- Maintains general and subsidiary ledgers and journal entries
- Reconciles and balances bank statements
- Ensures bank deposits are made weekly

### **Human Resources**

- Prepares and processes biweekly payroll
- Manages employee benefits package
- Maintains and processes documentation related to hiring and termination
- Provides support to on and off-site front-line staff

### **Operations**

- Performs general office tasks: maintains central filing system, responds to telephone enquiries and directs calls as required
- Manages day to day communication and is the primary contact for user group agreements and rental contract renewals
- Is primary contact person in matters of equipment maintenance and updating (phones, computers, IT support, appliances)

### **People & Program Leadership**

- Is well informed about user services and shares information effectively with participants.
- As part of staff team works collaboratively with other community agencies as required.
- Participates in the development and implementation of special events programs as required.
- Attends MPFCS weekly staff meetings and actively participates in all team meetings.
- Fulfills other duties as required to ensure running of centre programs.

### **Qualifications & Competencies**

- Prior accounting experience – Quickbooks
- Full cycle bookkeeping required
- Full cycle payroll administration required
- Experience managing employee benefits package
- Excellent oral and written communication skills
- Demonstrated teamwork and leadership skills
- Ability to work in a non-structured environment
- Well-developed planning, organizing, controlling and administrative skills
- Ability to respond effectively and efficiently to multiple front-line demands

### **Working Conditions**

- The position is a full-time position, working 35 hours per week
- Some evening and weekend work required
- May be required to support, volunteers, substitute staff and students
- Attends monthly Board meetings as requested

This is a permanent position, full-time 35 hours per week, starting as soon as possible with the possibility of renewal based on future funding. Hourly rate: \$30.77 - benefits after 3 months.

Please forward a cover letter and resume by **4 pm on Friday, January 27th** to Sanja Sladojevic at **sanja.mpfcs@gmail.com**. Please ensure that Financial Administrator is the subject line of your email.

*We thank and acknowledge all applicants and will only be contacting those selected for interviews.*

*\*\*\*No phone calls please\*\*\**

*MPFCS is an equal opportunity employer, we place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position.*