

# **A PORT IN THE STORM**



## **Job Description**

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**Position Title:** Finance Specialist

**Type of Position:** Part-time (average of 10 hours per week, weekly hours may vary)

**Reports to:** Executive Director

**Location:** Winnipeg, Manitoba

**Effective Date:** Immediately

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### **Nature and Scope**

With the support of management and the Finance Committee, the Finance Specialist has the primary responsibility for the effective and efficient day-to-day finances and some administration.

The Finance Specialist maintains excellent communication and reporting methods to ensure efficiencies within the organization. The mandate is to operate the Port harmoniously with the assistance of volunteers to further advance the vision, mission and values of the organization. This position will work closely with the Guest & Volunteer Manager and Executive Director and collaborates regularly with committees and volunteers as required.

The Finance Specialist will work primarily during regular business hours (flexible hours) with the requirement to meet monthly reporting timelines. Additionally, extra hours to cover the Guest & Volunteer Manager position when on planned leave would be required (if available).

### **Primary Duties and Responsibilities:**

#### **Financial Management**

- Prepare financial statements by following approved procedures for depositing, invoicing, paying, and recording
- Process accounts payable ensuring timeliness and accuracy of information
- Process accounts receivable ensuring timeliness, accuracy of codes and appropriate backup
- Prepare accurate bank reconciliations and deposits
- Reconcile month-end and prepare financial reports for the Finance Committee
- Processing payroll bi-monthly and CRA remittances monthly
- Prepare schedules for cheque signing
- Communicate with vendors on a regular basis
- Review and monitor operations versus program budget and report any discrepancies to the Executive Director

- Write accounting processes and occasionally review and develop financial policies with the Finance Committee
- Work closely with the Finance Committee and the Executive Director
- Provide working papers and assistance as required to external auditors at year-end
- Prepare and file GST returns
- Enter and maintain fundraising activities weekly in the donor database, including preparing tax receipts.

**Guest Relations**

- Provide support and coverage for the Guest & Volunteer Manager as required
- Answer telephone calls and answer questions regarding the Port
- Help guests with any questions or concerns

**Participate in Continuous Quality Improvement (CQI) initiatives**

- Identifying areas for quality improvement, while implementing changes where appropriate
- Participate in staff and program development meetings as required
- Participate in regular meetings with the Executive Director

**Specific Skills:**

- Minimum 3 years of general accounting and payroll experience
- Experience with QuickBooks or similar accounting software
- Experience with Microsoft Office applications
- Experience using E-tapestry or similar fundraising software
- Excellent interpersonal, oral and written communication skills
- Self-directed, exceptional organizational and problem-solving skills
- Reliable and flexible
- Respect a culturally diverse population
- Hold a valid Class V driver's license
- Successfully complete a criminal record and vulnerable sector check

For more information about A Port in the Storm: [www.aportinthestorm.ca](http://www.aportinthestorm.ca)

Your cover letter and resume outlining your qualifications and demonstrating how your experience and skills match the position requirements before **June 15, 2018**. Compensation will be based on qualifications.

Please send your cover letter and resume to:

Stacey Grocholski, Executive Director  
[stacey.grocholski@aportinthestorm.ca](mailto:stacey.grocholski@aportinthestorm.ca)