

Employment Opportunity

We are inviting applications for a

Finance Officer

Posting: #2021-007
Hours of work: 4-5 days/week – 28-35 hours/week
Submission Deadline Open until filled
Submit resume to: hr@archwaysociety.ca

Our Mission:

We are leaders in empowering women, children and families to live with dignity and respect, free from domestic and sexual violence.

At Archway our goal is to have a strong team working in a well-resourced environment that supports the development and empowerment of women, children and families in our community. Archway is a collaborative environment and we work within a feminist framework that embodies what healthy and balanced team work looks like. Come join us! Create a better world, live a life with purpose, have an impact and join a team that supports and collaborates with you.

We also offer competitive wages, a generous benefits package that includes employer paid extended health and dental benefits, a flexible work schedule and a supportive team environment where you will learn, laugh, and thrive.

Job Summary:

Responsible for the accounting and payroll functions of the Society through full cycle bookkeeping, payroll, banking and financial reporting. Maintains all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial and payroll administration of the Society. Analyzes financial information and provide advice on financial matters.

Qualifications: *Education, Training and Experience*

- Degree or Diploma in business or administration, including financial management, payroll and benefits administration.
- CPA designation (or working towards) preferred.
- 5 years recent related experience, preferably in the social services sector.
- Experience with accounting and payroll software is essential (Sage and PayWorks software experience are an asset).

Skills and Abilities

- Excellent oral, written, and interpersonal communication skills
- Excellent planning, organizing and administrative skills.
- Demonstrated ability to manage and operate computerized accounting and payroll systems.
- Demonstrated ability to prepare and analyze financial reports.

- Ability to function independently and frequently under pressure, in an often chaotic environment, while managing multiple projects and deadlines.
- Ability and willingness to adapt to a flexible work schedule, depending on the needs of the organization.
- Ability to handle confidential information.
- Ideal characteristics for this position include reliable, detail-oriented, and highly organized

Key Responsibilities and Duties:

Full Cycle Bookkeeping

- Codes, records and posts transactions in journals and the general ledger, including complex transactions such as lease, amortization and major asset acquisitions.
- Monitors expenditures, journal and ledger entries, monitors and reconciles bank statements, monitors account activity and other accounting and financial records.
- Ensures financial recording accuracy and compliance with generally accepted accounting principles (GAAP) and established accounting standards, procedures and internal controls.
- Investigates and follows up to discuss and correct/report unusual or questionable entries or account balances.
- Reconciles balance sheet accounts.

Financial Reporting and Analysis

- Plans and prepares budgets and cash flow projections and other financial reports and summaries.
- Makes recommendations to improve individual or organizational accounting and management practices and/or systems.
- Ensures departmental and organizational staff are trained and aware of accounting system/standards and expectations.
- Ensures monthly analysis of accounts and budget variances are prepared; analyzes results and discusses major variances with the Executive Director.
- Follows up to ensure adequate resources are available to meet program commitments.
- Prepares financial reports to funding agencies as per funder's requirements.
- Coordinates reporting and other information requirements related to various filing requirements, annual and other audits, etc.
- Conducts special studies, makes presentations, and maintains a current awareness of developments in assigned area of responsibility.
- Prepares documentation for audit and working papers.

Payroll Administration

- Processes payroll for union and excluded staff accurately and on a timely basis.
- Responsible for the accurate and timely preparation and dispersal of payroll-related remittances, including preparation of T4's
- Prepares adjusting payroll journal entries for allocations to appropriate programs



Performs other related duties as required.

Additional Information

- A Criminal Record Check for working with children and/or vulnerable persons.
- A valid driver's license and availability of a personal vehicle in good operating condition required to run Agency errands.

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca quoting **Competition #2021-007** in the subject line. While we appreciate all applications, only candidates selected for an interview will be contacted.