

## Job description

Effectively serving St. Paul and surrounding areas since 1984, Capella Centre has been assisting women to protect their safety, create healthy relationships, and build healthy communities. We have job opportunity for team members!. Are you up for a challenging opportunity where your efforts impact the well-being and support of women?

### GENERAL FUNCTION:

- To ensure the organizations financial systems are efficient, to increase capacity to meet strategic goals
- To provide support to the Executive Director to ensure corporate governance within Board policies and bylaws, and regulatory compliance to federal, provincial, and municipal legislation
- To keep informed and up-to-date of all reporting requirements, identify needs for changes in data gathering as required
- To provide resource development support as requested, including fund development, grant applications and volunteer recruitment
- To support the Executive Director in fulfilling financial management and reporting responsibilities to the Board of Directors and the organizations funders
- To support the Executive Director in effective management of human resources policy and practice
- To ensure that employees are paid on time, and monthly government remittances and annual payroll returns are processed before deadlines
- To act as the Acting Executive Director as per Capella Centre Succession Plan

### DUTIES AND RESPONSIBILITIES:

- Maintain a professional working relationship with all agencies, service groups, the public at large, residential and non-residential clients, co-workers, Executive Director, and members of the Board of Directors.
  - Maintain accurate financial data regarding budget, expenses, accounts payable and receivable, fundraising, wages and personnel related financial matters
  - Work with the Executive Director in developing annual budgets and other financial forecasts
  - Keep up to date with Alberta Employment Standards, Occupational Health and Safety Standards and Human Rights Legislation
  - Administer all payroll duties, including ROEs, personnel records, annual payroll and related returns
- Provide data base training and ongoing support to all staff entering information into the approved database; ensuring data integrity is achieved
- Administer employee group insurance, ensure employees are knowledgeable about the plan, and about their benefits
  - Work in collaboration with the accountant in completing a financial audit yearly.

- Attend staff meetings, management meetings and workshops as requested by the Executive Director
- Identify any training/workshops needed
- Maintain the confidentiality of financial and personnel records
- Perform other related work/and or duties as required or assigned by the Executive Director

## **GENERAL AND FACILITY RELATED RESPONSIBILITIES**

- Maintain a high degree of safety, security and confidentiality at all times
  - Support co-workers in the implementation of all other programs
  - Assist in meal preparation, general house cleaning and house laundry

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Requirement to work in a busy, noisy environment with many interruptions
- Physical requirements include moving furniture, bending, reaching, lifting objects, and navigating stairs
- Requirement to handle unpleasant situations, including cleaning up bodily fluids

## **QUALIFICATIONS AND CHARACTERISTICS:**

Relevant Post-Secondary diploma or degree

Knowledge and experience in bookkeeping, including bank reconciliations and payroll

Demonstrated ability to keep accurate books, including accounts payable and receivable

Attention to detail

Demonstrated experience in handling emergency situations, conflict resolution

Excellent communication skills

Excellent verbal, written, and interpersonal skills

Advanced Computer skills including developing and utilizing Excel spreadsheets

Experience with Ceridian, Dayforce, Sage 50, and Quickbooks an asset

Knowledge and experience with accounting programs

Experience in and knowledge of grant application process

Willing to take additional training as required

Experience working with diverse groups, including government, community, private sector, media and voluntary organizations

Effective implementation skills, with ability to prioritize and identify operational imperatives

Analytical, evaluative, and problem solving skills

Demonstrated ability to work in a fast-paced environment, with many interruptions

Criminal Record Check

Children's Services Intervention Check

Job Type: Full-time

Benefits:

- Dental care
- Employee assistance program
- Extended health care
- Life insurance

Schedule:

- 8 hour shift
- Monday to Friday