

WOMEN IN CRISIS (ALGOMA) INC.

Invites applications for one (1) position of:

Administrative and Financial Assistant – Full Time

Major Objective:

Assists in the maintenance of the financial documents of the organization by recording and balancing expenditures and revenues and by assisting in the preparation of budgets and financial statements.

Provide administrative support for the Shelter Directors and the Board of Directors.

DUTIES AND RESPONSIBILITIES:

- Knowledge and understanding of the organization's purpose, goals and objectives.
- An understanding of the effects of violence against women and children.
- Work from a feminist perspective.
- Work from a position of mutual respect for all at Women In Crisis.
- Knowledge of bookkeeping process and maintain a computerized system.
- Knowledge of financial management and office operation, including payroll, pension plan, T4's, accounts payable, accounts receivable and government remittances.
- Ability to utilize financial application software to input, correct, retrieve, and adjust financial information.
- Have full knowledge and understanding of application of Health and Safety Policies and Procedures.
- Have knowledge of WSIB claims/reporting procedures.
- Have knowledge of Ministry budget reporting requirements.
- Maintain efficient filing systems electronically and manually.
- Provide support to the Administrative Assistant as required.
- Report to both Shelter Directors all information regarding Board matters unless otherwise directed.
- Responsible for all coordination of Board of Directors meetings.
- Ensure that official records of Board Members are maintained, Board Manual is kept up-to-date, and all motions are recorded.
- Plan and coordinate the Annual General Meeting.

SKILLS AND QUALIFICATIONS:

The candidate for the position of Financial and Administrative Assistant will have a two year diploma in finance, administrative assistant or a combination of experience and education from a recognized learning institution and proven skills in:

- computer accounting,
- financial management,
- financial statements,
- auditing process,
- working knowledge of Sage 50 Accounting
- Microsoft Excel spreadsheets

- Exhibits computer proficiency (Windows and Mac OS) using Microsoft Office Suite and/or M365 including Access, Publisher & Dropbox.
- Excellent organizational and time management skills
- Organizing board meetings, board committee meetings and recording minutes

Hours of Work: 35 hours per week with a flex-time and flexible schedule (pre-approved), to accommodate meetings during the evenings and to meet timelines of special projects. Generally, hours of work are: 8:30am to 4:00pm, Monday to Friday with one half hour unpaid for lunch each day.

Wage: \$26.24 – \$28.39 per hour

Please forward your resume and cover letter, to the attention of:

**Norma Elliott, Director of Community Relations and Finance
Women In Crisis (Algoma) Inc.
23 Oakland Avenue
Sault Ste. Marie, ON P6A 2T2
Fax: (705) 759-3239
Email: programs@wicalgoma.com**

A detailed job description is available at the above noted addresses. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The closing date for applications is **Wednesday, October 26, 2022 at 5:00 PM**