



Finance and Office Administration Clerk

Job Posting January 2023

PERIOD OF EMPLOYMENT: As soon as possible, until January 31, 2024 with possibility of extension

SCHEDULE: part-time, 15 hours per week, M-F

SALARY: \$20-25 per hour

LOCATION: Remote work from home, attendance to Pinawa & Lac du Bonnet

SUBMISSION DEADLINE: Open until filled

Survivor's Hope Crisis Centre (SHCC) is a registered non-profit, funded through government and local grants and initiatives, as well as community fundraising and support. The Finance and Office Administration Clerk provides support to the Executive Director and under their guidance, in partnership with the Treasurer of the Board of Directors, is primarily responsible for ensuring reconciliation of accounts, timely payment of invoices, calculation of employee files and records, and preparing financial statements.

IN THIS ROLE, YOUR FOCUS WOULD BE:

- Administer and monitor the financial system to ensure SHCC's finances are maintained in an accurate and timely manner, including preparing financial statements as required, monthly program statements, bank reconciliation, and assisting with the budget
- Administer employee files and records to ensure accurate and timely payroll
- Maintain accounts receivables and payables
- Work to meet deadlines as per the Manitoba Financial Reporting Requirements
- Work in compliance with all Acts and Legislations
- Participating in training courses and in services as required to maintain and improve quality of service.

WHAT YOU BRING:

- High School graduation with 1 year additional training plus 4-7 years relevant work experience

OR

- Relevant College Diploma or Certificate with 0 to 2 years work experience

OR

- Equivalent in experience, additional education, and/or training
- May also require completion of a certification/designation program

- Valid driver's licence and access to reliable vehicle required.
- Clear child, adult abuse check, criminal record, and vulnerable sector checks prior to start date as well as reliable reference statements are required.

WHAT WE OFFER:

- Support from a diverse and qualified team of coworkers, overseen by the Executive Director and Board of Directors
- A lasting reputation of quality programming and strong relationships with our many community partners



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- A flexible and rewarding hybrid work experience that values a healthy work/life balance
- A fiscally sound and established organization that allows for innovative program development and endless opportunities for growth

Survivor's Hope Crisis Centre (SHCC) is the only rural sexual violence resource centre serving the Interlake Eastern Region of Manitoba. SHCC supports the principles of empowerment, diversity, inclusion, and cultural awareness. We encourage candidates who identify as women, Indigenous, Black, Persons of Colour (IBPoC), persons from the LGBTQ2+ community, persons with disabilities and persons who experience mental health challenges to self-identify in their application. The information you voluntarily disclose will be kept confidential.

PLEASE SUBMIT COVER LETTER & RESUME TO:

Coral Kendel, Executive Director
Email: executivedirector@survivors-hope.ca
24 Aberdeen Ave, Box 925 Pinawa, MB R0E 1L0

Thank you for your interest. Only candidates selected for an interview will be contacted.
For more information, please visit www.survivors-hope.ca