



Employment Opportunity: Finance Specialist

Permanent, Full-Time Position

The Zebra Child & Youth Advocacy Centre is our community's response to child abuse through intervention, advocacy and providing a continuum of support in a child-friendly environment. We are seeking a full-time **Finance Specialist** to join our herd. **To apply for this position, please send your cover letter and resume via email to jobs@zebracentre.ca with the subject line of "Finance Specialist". This position will remain open until a suitable candidate is found.**

Position Overview:

Since 2002, the Zebra Child & Youth Advocacy Centre and our multi-disciplinary team of partners have worked to provide safety, support and strength for children and youth who have experienced abuse, helping over 4,000 kids annually.

The Zebra Centre is seeking a Finance Specialist to join our administrative team. Reporting to the CEO and working with staff, board members and service providers, the Finance Specialist manages financial systems, budgets, contracts and reporting. While the tasks relating to this role require precision, planning and attention to detail, the successful incumbent must also interface well with our herd. Primary responsibilities include:

- 1. Coordinating overall financial reporting, management and bookkeeping.** The incumbent will enter all financial information in the accounting system and run reports as needed, including monthly financial statements for Board of Directors as well as quarterly financial reports for funders. They will ensure the accuracy and financial integrity of financial data and establish and maintain effective financial and internal controls. They will maintain all financial records in a secure and organized manner and serve as primary contact relating to CRA, insurance, benefits and other financial systems.
- 2. The Finance Specialist coordinates payroll & benefits for staff as well as accounts payable and receivable for the Centre.** This includes managing payroll systems to ensure accurate and timely pay for a staff of 20-25 people as well as ensuring the semi-monthly remittance to CRA is made. Manages all AP and AR for the organization, including producing and sending invoices for partners and ensuring all expenses are paid in a timely manner. Manages corporate credit cards, petty cash, expense claims and produces cheques as needed, as well as works with service providers in coordinating benefits for staff including parking, health, RSP and vacation. Also interfaces with the database provider on behalf of the Centre.
- 3. The Finance Specialist coordinates budgeting, banking and supports the annual audit process.** Working with the CEO and Finance & Audit Committee, helps to create and

maintain the annual budgets as well as and maintaining deferred contribution accounts. Maintains the primary relationship with bank and monitors all bank accounts, making recommendations as needed. Works closely with externally appointed auditors, providing needed information to ensure the annual audit process is completed in a timely manner. Also coordinates ad hoc finance tasks as requested.

This position is based in the Zebra Centre, located in downtown Edmonton with a flexible, full-time schedule working 36.25 hours per week with a flexible schedule. Please note we work with accredited facility dogs on-site.

Qualifications:

The Finance Specialist will possess the following experiences, knowledge, and strengths:

- Post-secondary education in a field related to finance, administration or equivalent
- Experience working with accounting software and systems
- Experience producing and analyzing financial reports and budgets
- Experience working with Microsoft Office, including Word, Excel, Outlook and PowerPoint.
- Analytical and strategic thinker.
- Ability to work independently, prioritize tasks, pay close attention to details and meet deadlines.
- Responsible with confidential information.
- Personable and maintains business relationship with service providers.
- A self-starter who is curious, willing to accept direction and feedback.
- Ability to work collaboratively with all members of the organization with a sensitivity to diversity.
- Experience working within a non-profit or charitable organization considered an asset.
- Successful passing and maintenance of an Edmonton Police Service Enhanced Security Clearance and a Children's Services Vulnerable Sector Check.

Compensation and Benefits:

This essential position offers a competitive not-for-profit salary in the range of \$60,000 - \$68,000 to start. In addition to a comprehensive health, dental and life benefits package, the Zebra Child & Youth Advocacy Centre offers three weeks' annual vacation, ten sick days and two additional mental wellness days per year to start. Communication tools (cellular telephone, iPad and other tools) provided as required.

The Zebra Child & Youth Advocacy Centre is an equal opportunity employer, committed to building a diverse and accessible facility. We strongly encourage all qualified applicants to apply. Please note that due to a high volume of interested applicants, only successful candidates will be contacted.

Zebra Child & Youth Advocacy Centre

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