



## EMPLOYMENT OPPORTUNITY

### FINANCE & ADMINISTRATION OFFICER

#### Position Summary:

The Financial/Administration Officer is responsible for maintaining financial, accounting, administrative and personnel services of the Newfoundland & Labrador Housing & Homelessness Network.

The Financial/Administration Officer reports to the Provincial Coordinator and is responsible for preparing financial statements, maintaining cash controls, preparing the direct deposit/manual payroll and personnel administration, purchasing, maintaining accounts payable, funding proposal budgets and managing office operations. He/she must work within the generally accepted accounting principles, organization policies and compliance with all municipal, provincial and federal reporting legislation.

#### Responsibilities:

- Administer and monitor the financial system in order to ensure that the NLHHN finances are maintained in an accurate and timely manner.
- Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all monies.
- Administer employee files and records in order to ensure accurate payment of benefits and allowances.
- Administer the bi-weekly payroll to ensure that employees are paid in an accurate and timely manner.
- Provide efficient office management.
- Perform other related duties as required.

#### Qualifications & Experience:

- The individual must have proficient knowledge in the following areas:
  - Computerized accounting programs (Sage Simply Accounting Software)
  - Accounts payable and accounts receivable
  - Generally accepted accounting principles
  - Preparation of financial statements
  - Preparation of financial reports
  - Administration of employee benefits
  - Payroll systems and reporting
  - Office administration
- The individual must demonstrate the following skills:

- Accounting & bookkeeping skills
  - Analytical and problem-solving skills
  - Decision making skills
  - Effective verbal and listening communication skills
  - Effective written communication skills
  - Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level
  - Time management skills
- The individual must **maintain strict confidentiality** in performing the duties of the Financial/Administration Officer.
  - The individual must also demonstrate the following personal attributes:
    - Be honest and trustworthy
    - Be respectful
    - Be flexible
    - Demonstrate sound work ethics
  - Minimum of 2 years' experience working in the non-profit sector would be an asset.
  - Certificate of conduct shall be required
  - Access to a vehicle shall be required
  - Flexibility to work beyond normal business hours of 8:30 am – 4:30pm Monday to Friday, base on the operational requirement of the organization.

The Financial/Administration Officer would normally attain the required knowledge, skills and attitudes through the completion of a 2 or 3-year diploma in Accounting or Business Administration, combined with a minimum of two years related financial experience.

Lesser formal qualifications with substantial experience may be considered.

Salary \$30,000 - \$35,000/year + benefits

Please forward Resumes to:  
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St. John's, NL A1A 0N2  
Attention: Cyril Tobin  
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**Closing Date: Friday May 25, 2018**