

**Position Description**

**Position: Finance & Administration Officer**

**Location: St. John’s**

**Newfoundland Labrador Housing and Homelessness Network:** [**www.nlhhn.org**](http://www.nlhhn.org)

Established in 2009, the NLHHN works with regional Community Advisory Committees and other stakeholders across the province to identify and address issues and challenges related to housing and homelessness in rural and remote communities. The Network was incorporated as a non-profit organization in March 2013 and received charitable status in December 2021.

In addition to advocacy work and collaboration with local Community Advisory Boards, the Network supports community agencies, organizations, and businesses through virtual and in-person learning events at the Provincial Learning Centre, located at 77 Charter Avenue, St. John’s NL. The Network also supports an on-site Network Café. This non-profit social enterprise provides a supportive and non-judgmental environment for individual’s who face barriers entering or re-entering the workforce, providing them with an opportunity for training and meaningful employment.

The NLHHN is presently seeking applicants for the position of Finance & Administration Officer to join the Network Team.

**Job Summary:**

The Finance & Administration Officer is responsible for providing financial, accounting, administrative and personnel services in keeping with NLHHN policies and funder requirements of the NL Housing Corporation’s Supportive Living Program.

The Finance & Administration Officer reports to the Executive Director and is responsible for preparing financial statements, maintaining cash controls, preparing the payroll, administrative duties, purchasing, maintaining accounts payable/receivable, preparing 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 moneys.
* Operation of Square Credit/Debit payment system
* Administer employee files and records in order to ensure accurate payment of benefits and allowances.
* Administer the bi-weekly payroll (Direct Deposit system) to ensure that employees are paid in an accurate and timely manner.
* Prepare financial records for the annual audit
* Provide efficient and effective office management.
* Perform other related duties as required, based on the organization’s operational needs.

**Qualifications & Experience:**

* The individual must have a thorough knowledge, understanding, and experience in performing all aspects of the Sage 50 Accounting software.
* A minimum of 2-3 years experience in a similar position
* Completion of a recognized 2–3-year business related program
* The individual must demonstrate the following skills:
* Analytical and problem-solving skills
* Decision making skills.
* Effective verbal and listening communication skills.
* Effective written communications skills
* 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.
* Certificate of conduct shall be required.
* Access to a vehicle will be required.

The NLHHN offers a salary range of $22 - $24 per hour plus a very competitive benefits package that includes: a 5% RRSP, 3 weeks vacation, provincial government statutory holidays, group, health & dental insurance, employee assistance program, sick leave & family leave.

Please forward your resume and cover letter to : cyril@nlhhn.org

Or mail to: NLHHN

 77 Charter Avenue

 Suite 100

 St. John’s NL A1A 0N2

**Closing Date: Friday September 29, 2023 (4:30pm)**