



**Alberta Workers' Health Centre
Job Posting**

Position: Financial and Administrative Officer

Posting Closes: January 10, 2021, or until filled

Start Date: March 1, 2021

About the Alberta Workers' Health Centre

The Alberta Workers' Health Centre (AWHC) is a small workplace health and safety organization with programming that aims to inform, educate and empower workers to become more active participants in their own health and safety. Implicit in our work is the recognition that other employment issues cannot be separated from our understanding of workplace health and an embracing of the principles of social and economic justice. The AWHC is a registered non-profit charitable organization governed by a volunteer Board of Directors.

The AWHC strongly encourages people of all backgrounds to apply and strives to engage diverse people in our work at all levels, to ensure all communities within Alberta's workplaces see themselves reflected in our programming.

The AWHC is committed to considering applicants who identify as part of an equity group including workers of colour, Indigenous workers, LGBTQ2S+ workers, woman workers, young workers and workers with disabilities. We encourage members within an equity group, experienced activists, organizers, and labour representatives of all backgrounds to apply.

Overview

The AWHC seeks a Full Time Permanent Financial and Administrative Officer to provide professional and high-level administrative support involving the application of accounting principles to the maintenance of financial records for the AWHC's operations and programming. This position also looks after the administration of the AWHC's physical office space and day-to-day operations, and provides first contact telephone, email, and walk-in support to people accessing the AWHC's services.

This position involves the performance of sub-professional accounting duties requiring a working knowledge of professional accounting principles and practices in the maintenance of financial and budgetary records. This position also provides non-financial related administrative support.

We are looking for someone has the ability to work both independently and as part of a small team. The best applicants will be detail-oriented, organized and adaptable. Applicants must have excellent communication skills, an overall positive outlook, and be sensitive to the needs of workers. Familiarity with labour and/or worker advocacy, workplace health and safety and other employment-related issues.

Ideal candidates have the following skills:

- Considerable knowledge of the principles and practices of office management including procedures associated with accepted accounting practices
- Hands-on experience with QuickBooks software
- Advanced knowledge of MS Excel and Microsoft Office suite
- Knowledge of operational and accounting requirements particular to charitable/non-for-profit organizations
- Ability to exercise tact and judgment
- Ability to prepare and maintain financial and budgetary records
- Ability to analyze and maintain accurate general ledger accounts
- Ability to write clean and concise reports regarding accounting and bookkeeping functions
- Ability to be proactive and resourceful in meeting new problems
- Ability to meet deadlines
- Ability to establish and maintain internal and external communications systems such as voicemail, email, membership lists, website, and social media
- Ability to make decisions in conformance with policies and regulations
- Ability to maintain working relationships with donors, funding organizations, the public and other employees
- Ability to suggest changes to day-to-day office operations

Office hours are 8:30am to 4:30pm, Monday – Friday.

The position is based in Edmonton.

Requirements and Qualifications

High School diploma or equivalent supplemented by recognized post-secondary courses in business and/or administration, or have an equivalent combination of education and experience.

Compensation and Benefits

Wages and working conditions are in accordance with the collective agreement between the Canadian Union of Public Employees union (CUPE) Local 474 and the Alberta Workers' Health Centre.

Applications:

Please submit your application via email in a PDF or MS Word document, including a cover letter and the names of references to:

Executive Director, Alberta Workers' Health Centre: exec@workershealthcentre.ca

Note: Only those candidates selected for interviews will be contacted.

**Alberta Workers' Health Centre
Financial and Administrative Officer**

SPECIFIC RESPONSIBILITIES:

Accounting and Bookkeeping responsibilities include:

- Establishing and maintaining accounts receivable and payable
- Performing all billing and collection of accounts receivable
- Preparing monthly balance sheets and annual profit and loss statements
- Preparing financial statements
- Under direction of Executive Director, preparing operating budgets
- Comparing weekly, monthly and yearly operating costs against budget
- Collaborating with AWHC-designated signing authorities to ensure staff, vendors, and others are paid in a timely manner
- Making bank deposits, as required
- Filing of all monetary transactions
- Reconciling bank and credit card statements
- Administering petty cash
- Preparing weekly and biweekly payroll cheques
- Preparing Year End T4's and T4A's, as applicable
- Preparing and tracking all Program / Project account receivable and payable records
- Preparing year-end accounting files for accountant/auditor, and liaising with auditor as required
- Reviewing draft audit with Executive Director, for presentation to Board of Directors
- Maintaining current print and computer information on financial contributions and donations
- Establishing and maintaining all financial files
- Preparing reports on how funds for donations and grants are spent for donors
- Compiling financial and organizational documents for grant applications
- Other accounting and bookkeeping duties as required

Administrative duties and responsibilities include:

- Administration of the day-to-day operations of the office
- Providing first contact telephone, email, and walk-in support to people accessing the AWHC's services, as required
- Minutes of Board meetings, as required
- Handling incoming and outgoing correspondence, as required
- Establishing and maintaining all files for the AWHC, including the Resource Library
- Maintaining computer databases and producing correspondence for donations
- Establishing and maintaining internal and external communications systems such as voicemail, email, membership lists, website updates, social media updates
- Promoting the AWHC as per the direction of the Executive Director
- Assisting with the development and dissemination of AWHC promotional materials
- Notifying the Board of Directors of regular meetings and Annual General Meeting
- Scheduling meetings and appointments
- Arranging for purchasing and servicing of office equipment as required
- Maintaining office supplies
- Suggesting changes to the day-to-day office operations as needed

- Preparation of forms such as property tax exemptions, society annual return, GST rebates, insurance renewals, etc.
- Maintaining working relationships with donors, public and others
- Assisting Program Staff as required in the organization and maintenance of documentation and bookkeeping records and files
- Preparing a list of Work Plays Schools Program contractors to send to WCB
- Maintenance and filing of monthly staff timesheets
- Additional duties as required

This position reports to the AWHC Executive Director.