

Job Posting - Finance and IT Coordinator

Position Overview:

Anticipated start date: August 19, 2024

Location: St. Catharines BBBS office, with travel to other BBBS locations within Niagara required

Rate: \$27.50 per hour, plus paid vacation and sick days

Type: Full-time 30 hours per week

Typical work week: Monday to Thursday, with occasional Fridays, evenings and weekends required

We are seeking a passionate, committed and talented individual to join our Staff team!

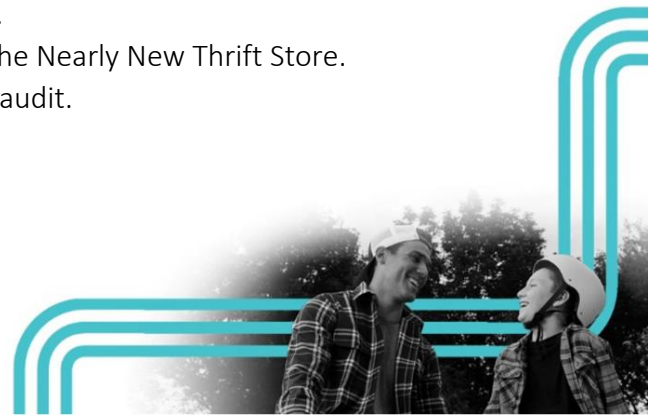
The Finance and IT Coordinator is responsible for overseeing finance processes and Information Technology (IT) systems for the Big Brothers Big Sisters of Niagara agency. This critical administrative position assists with the daily finance processes of the agency while offering support to the staff team in order to ensure smooth and efficient operations.

Big Brothers Big Sisters of Niagara (BBBSN) is a charitable organization that has been supporting vulnerable young people in Niagara since 1937. Our mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. This is achieved through a combination of one on one and group mentoring programs, offered both in the community and in schools.

Key Tasks and Responsibilities:

Finance

- Work with the bookkeeper and designated staff to process expenses and track incoming revenue and donations.
- Assist with a variety of financial functions including receiving and posting invoices, printing and mailing cheques, tracking and allocation of revenue, generating invoices, completing bank deposits, etc.
- Assist with the tracking and reporting of grant and project expenditures.
- Organize monthly financial reports and information.
- Work with the leadership team to develop and monitor an annual budget.
- Support agency payroll and reimbursement processes.
- Assist with deposits, reconciliations and invoicing for the Nearly New Thrift Store.
- Perform tasks to prepare for the year-end and annual audit.



Information Technology

- Manage the agency inventory and purchasing of all IT items and assets.
- Troubleshoot technology problems and involve third-party support as necessary.
- Assist with the set up and management of Microsoft Accounts, phone systems, computers, building alarms, photocopiers, etc.
- Assist with other BBBS platforms and data bases (Donor Management System, Service Delivery Management System, etc.)

Administrative and Building Support

- Support with general administrative and office related duties.
- Maintain and distribute alarm codes and keys amongst staff.
- Assist with the training of staff related to IT and finance processes.
- Develop and maintain positive relationships with various parties including donors, partners, contractors, etc.

Requirements:

- A current and clear Police Vulnerable Sector Check (PVSC) naming Big Brothers Big Sisters will be required.
- Strong belief in the Big Brothers Big Sisters' mission, vision, values and strategic direction.
- All BBBS employees work as part of a team, maintaining flexibility and ongoing communication.
- This position requires the employee to have access to a reliable insured vehicle, valid driver's license, and ability to travel between multiple offices/sites.

Qualifications:

- Post-Secondary diploma or degree in a related field.
- 2 or more years previous finance, IT and/or administrative experience.
- Experience with Microsoft Office Suite and Quick Books Online.
- Experience with donor management platforms is an asset.
- Excellent interpersonal and written/verbal communication skills.
- Excellent attention to detail and financial acumen.
- Ability to manage multiple tasks and duties.
- Ability to work independently and as part of a team.

How to Apply:

Please submit your resume and a cover letter outlining your relevant experience to Erin Graybiel, Executive Director at erin.graybiel@bigbrothersbigsisters.ca

Application Deadline: Monday July 8 at 12:00pm.



We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For more information about our life-changing mentoring programs, please visit www.bbbsniagara.ca

Big Brothers Big Sisters of Niagara is committed to creating an inclusive environment that accommodates all individuals. We support the Accessibility for Ontarians with Disabilities Acts (AODA) and have policies and procedures that adhere to the accessibility standards set out in the AODA. Please let us know if you require any accommodation throughout the interview and selection process.

Big Brothers Big Sisters of Niagara is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Individuals with unique experiences, backgrounds and perspectives are encouraged to apply.

Big Brothers Big Sisters of Niagara is a living wage employer.

