



JOB POSTING: Resource Development & Finance Coordinator

Permanent, Full-time (35 hours/week)

Application Deadline: August 15th, 2018

Start date: September, or as soon as possible

For over 15 years, the YES Shelter for Youth and Families has provided shelter, education, training, outreach and transitional supports in Peterborough. YES is a safe haven for growth and change, and supports both youth (16-24) and families. The Resource Development & Finance Coordinator is a key role to support YES in meeting its mandate - responsible for fundraising/strategically developing YES' resources, bookkeeping and preparation of financial reports, as well as maintaining a donor database and issuing charitable receipts. The finance coordinator has a part time staff member to support their administration work. The role offers flexible hours, and the ability to contribute creatively/strategically to the growing organization and ensure its success.

Position Responsibilities include:

- Ensure YES' impact is strategically told to the community- quarterly newsletters, social media, community events, donor thank you letters etc.
- Work with YES' Resource Development Committee to strategically develop financial resources to meet agency mandate
- Ensure organization (particularly emergency shelter) has the supplies that it needs (eg. Cleaning supplies, paper towel, first aid supplies etc.)
- Communicate with donors and potential donors about how they might support organization
- Manage agency email accounts/server log ins and ensure all new employees are set up with what they need
- Report quarterly to different funders on funding spent, and client statistics as required by funders
- Manage and perform direct financial services to the agency, working closely with the Executive Director and Treasurer to ensure financial auditing and charitable status requirements are fully met.
- Process payroll and benefits, and provide information to the Executive Director and staff relating to: payroll, benefits, vacation and lieu, orientation, and office policies.
- Produce monthly financial statements and reconcile the general ledger with bank actuals; file other reports as required (WSIB, EHT, HST, etc.); keep accurate records for petty cash floats.
- Maintain a donor database and issue charitable tax receipts.
- Order office supplies and complete filing.

Qualifications:

- Strong interpersonal skills and the ability to relate well to board members, staff, and donors
- Fundraising experience an asset
- Strong writing skills, social media expertise, and the ability to share the impact of non-profit organizations using storytelling
- College diploma in accounting, bookkeeping, business or equivalent experience
- Thorough knowledge of Quickbooks Accounting Software and Microsoft Excel
- Experience in bookkeeping and proven understanding of sound bookkeeping principles
- Computer proficiency in a Windows environment with Outlook and Office
- Understanding of CRA guidelines in regard to not-for-profit reporting, ROE and donations receipting
- Understanding of not-for-profit environment and sensitivity for client-driven business
- Demonstrated honesty and transparency
- Strong time-management and organizational skills
- Proven ability to maintain confidentiality

- Strong problem-solving abilities and follow through
- Knowledge of databases an asset
- Knowledge of privacy law and its applications an asset
- Acceptable criminal records check (with vulnerable sectors clearance) required

Application:

Submit a resume and cover letter outlining your qualifications and interest in the Resource Development & Finance Coordinator to Meagan La Plante, Executive Director. Email applications as a single PDF document, with the title “Resource Development & Finance Coordinator” in the email subject line, to hr@yesshelter.ca. In your cover letter, please indicate your availability for an interview on August 20th, 2018.

The YES Shelter is enriched by the diversity of our client base and seeks staff that reflects this diversity. Specifically, please indicate if you identify as an individual with a disability, a member of the LGBTQ2S community, a visible minority or have indigenous ancestry. We welcome your application.

The YES Shelter for Youth and Families appreciates all interest in our work. Only candidates selected for an interview will be contacted.

196 Brock Street, Peterborough ON K9H 2P4
Telephone 705-748-3851, Fax 705-748-6697
www.yesshelter.ca general@yesshelter.ca

