



## **JOB POSTING: Resource Development & Finance Coordinator**

**Permanent, Full-time (35 hours/week)**

**Application Deadline:** August 15<sup>th</sup>, 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](mailto:hr@yesshelter.ca). In your cover letter, please indicate your availability for an interview on August 20<sup>th</sup>, 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.*

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