



Andrews Street Family Centre



Title: Financial Administrator

Hours: 15-20 per week (timing is flexible within daytime hours)

Pay: \$23-25/hr

Tasks:

- Develop agency budget in collaboration with Executive Director & Program Manager
- Monitor budget
- Develop and monitor project budgets
- Develop cashflows for funders
- Develop and present financial statements to Board of Directors
- Administer payroll and benefit plan
- Oversee Petty Cash
- Reconcile bank statements
- Maintain Personnel files
- Ensure that all mandatory payments are made
- Train staff person on bookkeeping tasks (writing cheques, filing, etc.)

Qualifications:

- Proficient at Excel, able to create formulas, determine percentages, and create pie charts
- Proficient at QuickBooks
- Able to read and create financial reports
- Organized and responsive to timelines
- Can provide analysis of statements and rationale for recommendations
- Able to train
- Preference to be given to someone with experience working within the North End
- Preference to be given to someone enrolled in an accounting program

*Please send a letter of interest and resume to:
Heather Block, Program Manager
Andrews Street Family Centre
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