



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Finance Support Assistant

Financial Management Program

Job Purpose

Finance Support Assistant is responsible for providing financial, administrative and clerical services to E4C's innovative pilot program, the Financial Management Program. This includes processing and monitoring receipts, funding partner and client reporting. Providing these services in an effective and efficient manner will ensure that finances are accurate and up to date. This position is responsible for program activities when the Finance Manager is absent.

Duties and Responsibilities

- Ensures compliance with all E4C policies and practices.
- Ensures sound business practices and optimized effectiveness and efficiency.
- Ensures adherence to the financial reporting requirements of each client specific to contract terms.
- Ensures exemplary compliance with charitable organization status rules and regulations.
- Ensures the highest degree of accuracy and efficiency.
- Assist the Program Manager in the timely provision of audited and unaudited statements.
- Perform all duties and responsibilities specific to client contract terms.
- Perform the day to day processing of receipts to ensure that finances are maintained in an effective, up to date and accurate manner.
- Receive funding partner contracts to determine reporting requirements and produce financial reports.
- Verify that transactions comply with financial policies and procedures.
- Reconcile bank accounts, accounts receivable accounts, etc.
- Prepare journal entries for data entry.
- Data enter entries.
- Process backup reports after data entry.
- Maintain listing of accounts receivable.
- Other duties may be assigned as needed.

Administrative Support

- Maintain inventory files.
- Monitor and order office supplies.
- Maintain a filing system for all financial documents.
- Ensure the confidentiality and security of all financial files.
- Perform other related administrative support as required.

Qualifications

- Minimum 1 year of experience in related finance position.
- Knowledge of office administration and bookkeeping procedures.
- Proficient in ACCPAC.
- Knowledge of accounts receivable and maintaining general ledgers.
- Familiarity with job costing.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Confidentiality concerning financial files.
- Excellent interpersonal skills.
- Team building skills.
- Analytical and problem solving skills.
- Effective verbal and listening skills.
- Attention to detail and high level of accuracy.
- Very effective organizational skills.
- Effective written communications skills
- Computer skills, spreadsheet and word processing programs, and email.

Working Conditions

Minor work environment challenges – work is primarily conducted within the organizations' facilities, but the work environment involves some exposure to noisy non office-like conditions. No immediate exposure to injury.

Salary Scale

Starting: Administrative Support II

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

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