Financial and Administration Coordinator

Job Posting

Please submit your cover letter and resume by 4:00pm, Tuesday, March 8, 2022 and address it to the attention of the Hiring Committee. No phone calls please. Send cover letter and resume to info@pso-ottawa.ca.

PSO is a membership based, peer support organization of present and former psychiatric consumers/survivors who meet: for mutual support, to learn about our rights and ensure they are respected, to find alternatives to traditional psychiatric services, to support our dignity and self-respect, to educate professionals and the public on our needs and concerns, to change how the mental health system treats us by having our experiences and expertise respected in the mental health system and to build a strong consumer/survivor community.

Position: Finance and Administration Coordinator

Reporting To: Executive Director

Salary and Hours: $27.00/hr – 30 hrs/week plus 6% in lieu of benefits during probation

Contract Term: March 1, 2022 to May 31, 2022 as probationary period with possibility of renewal

PSO is seeking a dynamic, flexible Finance and Administration Coordinator to support our growing organization. Under the direction of the Executive Director, the Finance and Administration Coordinator has two main functions: 1) to be responsible for preparing and maintaining PSO’s budget, finances and reporting requirements, 2) to provide administrative support to the Executive Director and coordinate administrative needs of the organization.

Duties (specific):

- Prepare and submit financial and data reports to the Ministry of Health, United Way and other funders. Liaise with funders as necessary.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the Executive Director; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization’s financial status.
- Manage organizational cash flow and forecasting.
Supervise and work with the bookkeeper to prepare monthly cheques and receipts.

Generate funding proposals for PSO as needed or requested with other staff members.

Co-ordinate the Executive Director’s schedule and facilitate timely communication with staff and external stakeholders through coordination of appointments and meetings.

Provide general administration support for organizational events, trainings, and meetings.

Assist in preparation of communications materials including internal and external letters and emails.

Ensure general and one-time office supplies are ordered and available.

Work flexible hours, as required, to attend meetings and programs after hours.

As directed by the Executive Director:
  - Providing support to program and volunteers
  - Participating in human resources activities such as staffing, orientation, training & professional development
  - Participating in community events and meetings
  - Other duties as required.

**Qualifications:**

The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.

Professional experience in broad financial and operations management.

Ability to translate financial concepts to – and to effectively collaborate with - colleagues who do not necessarily have finance backgrounds.

Knowledge of and experience with accounting and reporting software.

Experience in providing administrative support, organization and coordination, particularly in non-profit organizations.

Well-developed communication and interpersonal skills.

Experience in supporting preparation of funding reports and grants.

A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.

Experience in preparing communications materials.

Direct, personal experience of mental health issues and a demonstrated ability to share this expertise in the context of empowering others.

Demonstrated understanding of the principles and values of peer support, and peer-run organization best practices.

Strong judgment, conflict resolution, creative problem solving and decision making skills.

Ability to work with a diverse group of people within their unique perspectives and experiences.

A multi-tasker with the ability to wear many hats in a fast-paced environment.

Ability to work independently and within a team.

Enjoys a dynamic work environment.

Ability to show initiative.

Bilingualism an asset.