



Position: Finance Administrator (Full Time / Term Position)

Want to do work that makes a difference?

We work to change lives. Check out our mission, vision and values on our website. Don't forget to read about how we work with our participants to make a difference.

Momentum staff are expected to work cooperatively with others; demonstrate flexibility in organizing work; have good communication skills; and demonstrate thoughtfulness in decision making. As a learning organization Momentum staff are also expected to continuously develop professionally and personally.

Staff must be non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the individual, family and community.

The Organization:

Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We're striving to be an employer of choice and were selected as one of Alberta's Top 70 Employers for 2016. We provide competitive compensation and benefits with an unparalleled work environment. We're professional and diverse so you'll find a range of people and backgrounds working here anywhere from an MBA to Social Work and everything in between. We're serious about our work but we don't take ourselves too seriously and love to celebrate and have fun along the way. We have high standards within a supportive setting that allows us to achieve a lot and have meaningful impact in the community. We're good corporate citizens with sustainability being one of our values and take care to reduce our environmental footprint.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

Responsibility:

This position reports to the Finance Manager and performs Momentum and Vibrant Community Calgary (VCC) duties. The Finance Administrator works in close collaboration with Department Managers, Program Facilitators and Assistants. This role assists in creating a positive, welcoming, and helpful level of contact for participants, volunteers, and staff of Momentum and VCC.

Key Areas of Responsibilities

- Payroll Administration
- Donation and Funding Administration
- General Financial administration
- VCC Accountant

Primary Relationships:

- Finance Manager (Supervisor)
- Finance Director
- Finance Administrators
- Department Managers and Facilitators
- VCC Staff

Major Responsibilities:

Payroll administration

- Prepare Momentum payroll; ensure all salary and benefit information are recorded accurately. Submit RRSP investment funds.
- Track vacation, personal days, sick time and lieu time for all staff
- Keep payroll staff member files and other assigned files current by filing in a timely manner.
- Prepare month end journal entries
- Reconcile payroll accounts

Donation and Funder Administration

- Record donations and funding into Raiser Edge database; ensure all information is maintained accurately.
- Issue receipts and thank you letters to donors.
- Ensure collection of monthly visa donations, recording of EFT's and other automatic bank deposits.
- Reconcile donation and funder records with accounting books monthly.
- Keep all transaction paper documents in proper files.
- Train and support other accounting staff as backups in donation and funder administration (accounting portion)
- Record received funds into Raiser Edge database; ensure accurate funding payment information is maintained; integrate payment transactions into accounting system; ensure data between Raiser Edge database and the accounting system is reconciled.

Vibrant Communities Calgary (VCC) Accountant

- Maintain accurate accounting books for VCC
- Liaison with VCC staff to ensure all documents are received and recorded
- VCC Financial Statements
- VCC budget and monthly forecasts
- VCC financial reports and claims
- Monthly Accounts and Financial Statements variance analysis, revenue allocation, decision making and completion based on feedback
- VCC audit
- Support Finance Manager as required for VCC related duties
- Attend VCC Finance/Board meetings as required

Bookkeeping

- Responsible for accounts receivable: ensure invoices are issued correctly to customers and are entered into the accounting system with the correct coding. Apply payment to outstanding invoices. Take initiative action in the collection process when required.
- Prepare deposit for the operating account; execute bank reconciliation monthly.
- Prepare assigned month-end general journal entries and process any subsequent entries based on analysis
- Update assigned working papers monthly; reconcile assigned balance sheet accounts and execute any additional accounting entries.

Program Support

- Collaborate with departments to ensure accuracy and integrity of information is maintained.
- Provide support to department managers and program facilitators as required.

Administration

- Support Finance team with other accounting routines including but not limited to:
- Funder claims
- Graph creation, updating
- Account reconciliations
- Documentation
- Training and cross training
- Cross train and provide back up support for other accounting team roles
- Other duties as assigned (Budget, Audit, etc)
- Participate in organization related activities – monthly chores, reception cover off, etc.
- Participate on internal committees
- Attend general staff meetings.
- Attend the Board/Staff retreat, staff team building retreat and other organizational events.

Qualifications:

- Working towards accounting certification/diploma
- Intermediate to advance bookkeeping experience (minimum 2 years required) in the areas of accounts receivables, accounts payable and reconciliations
- Working knowledge of accounting software –QuickBooks/Great Plains Dynamics
- Intermediate to advance knowledge in Excel
- Excellent time management, organizational and planning skills
- Accountable, dependable, reliable, takes initiative in responding to tasks needing completion and anticipating needs or impact of actions
- Effective interpersonal skills, works collaboratively with others
- Personable, friendly, and poised in dealing with people
- Able to work independently and within a team
- Good communication skills and follow up
- Ability to deliver high quality work within tight deadlines
- Ability to problem solve and work collaboratively and at a high capacity level

To apply:

Please forward resume with covering letter:

Via e-mail to: job@momentum.org.

State competition number in subject line of email.

Attention: Hiring Committee

Competition Number: MOM1201

Closing Date: Sunday, December 31, 2017

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.