

## Payroll and Finance Clerk

**Reports to:** Finance Manager

**Scope:** Full Time

**Direct Reports:** This position does not have direct reports

Salary: \$47,775, increasing to \$50,700 upon successful completion of the 3-month probationary period.

### Our Mission

At The Portal Youth Outreach Association, our mission is to support and empower at-risk youth in the Annapolis Valley by providing advocacy and ensuring easy, relational, and timely access to essential services. We envision a community where every young person has a safe, supportive, and loving home.

As a Payroll and Finance Clerk, you will support the Portal's payroll process, financial plans and policies, accounting practices, fiscal records maintenance, and financial report preparation. This position oversees payroll operations, general accounting, property accounting, internal auditing, cost accounting, and budgetary controls, ensuring accuracy and compliance with all financial regulations and standards.

### Responsibilities

#### **Payroll:**

- Coordinate and process payroll for 50+ employees.
- Create a system to track and manage lieu, vacation and personal time from staff request to supervisor approval to ensure banks are kept up to date.
- File and pay out monthly mileage reimbursements to staff.
- File and pay out monthly expense reimbursements.
- Track and report clocked hours and overtime for frontline employees.
- Coordinate health benefit and group RRSP pay deductions where applicable.
- Perform other payroll related tasks as needed.

#### **Financial Record Maintenance:**

- Conduct bank deposits
- Administer Accounts Payable and Accounts Receivable
- Collect and ensure proper submission of visa receipts and manage the purchasing and tracking of gift cards.
- Support staff functions related to financial assets and inventory management.
- Maintain an organized filing system for financial records and support the establishment of major economic objectives and policies.
- Track and manage rent subsidies, income assistance subsidies, and program fees for clients, collaborating with Case Managers as needed.

- Perform other basic bookkeeping tasks as needed.

## **Requirements**

- Must have a clear Criminal Records Check and Child Abuse Registry Check.
- Commitment to maintaining strict confidentiality in all aspects of work.
- Flexibility and willingness to work occasional evening and weekend hours as required.
- Possession of a valid driver's license and reliable access to a vehicle.

## **Qualifications**

- Post-secondary or college certificate in business administration or a related field.
- Payroll experience is required.
- Experience using QuickBooks Online.
- Strong financial, technical, and administrative skills.
- Experience with not-for-profit fund accounting is preferred.
- Knowledge of housing assistance programs is an asset.
  
- Bookkeeping experience is an asset.

## **Personal Attributes**

- Proven track record of exceptional work ethics and practices.
- Excellent organizational skills with meticulous attention to detail and effective time management.
- Effective communicator, both verbally and in writing.
- Proactive, responsive, and strong problem-solving skills.
- Ability to work autonomously in a dynamic environment with minimal supervision.
- Commitment to teamwork and personal growth, with experience in strengths-based and relationship-centered approaches.
- Proficient in planning, organizing, and managing time effectively.
- Skills in problem-solving and conflict resolution.

## **Diversity, Equity, Inclusion and Belonging**

The Portal Youth Outreach Association fosters a workplace environment that embraces diversity, equity, inclusion, and belonging. We celebrate all individuals' unique perspectives and contributions, creating a culture where everyone feels valued and respected. Our commitment to diversity enriches our organization, fostering innovation, collaboration, and empathy across all facets of our work.

We actively promote diversity, equity, inclusion, and belonging in our daily practices and initiatives at The Portal Youth Outreach Association. This includes cultivating a workplace culture where every voice is heard, prioritizing professional development opportunities emphasizing diversity training, and engaging in community partnerships promoting equitable access to resources.

## **Working Conditions**

The Bookkeeper operates primarily within the office with standard working hours from 8:30 AM to 4:30 PM, Monday through Friday, but may also involve evenings as needed for meetings.

Ensuring the safety and security of youth, visitors, employees, and the public is a key aspect of the position. Nonviolent Crisis Intervention (NCI) techniques may be necessary to manage challenging situations and maintain a safe environment; training and coaching in these techniques are provided.

## **Support and Performance Review**

At The Portal Youth Outreach Association, we foster a culture where staff are empowered to approach their roles creatively while adhering to organizational guidelines and job expectations. Support is readily available from peers, supervisors, and collaborative teams to ensure continuous growth and success. Staff are encouraged to set personal goals within their program areas, leveraging their strengths and unique contributions.

Performance reviews are conducted annually per our Human Resources guidelines. These reviews provide a structured opportunity for staff to set and review personal and professional goals. Feedback and support from peers and supervisors are integral to this process, guiding career development and ensuring alignment with organizational objectives.

## **Equal Opportunity Statement**

The Portal Youth Outreach Association is an equal opportunity employer and prohibits discrimination based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.