

## Financial Officer

**Reports to:** Executive Director

**Scope:** Full Time - Term Position - End Date to Be Determined

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

Salary: \$52,650 per annum

### 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 the Financial Officer, you will serve as the liaison between The Portal's internal operations and our financial partners, including the Treasurer, Audit/Finance Committee, contractors, and funders. You will oversee the management of our financial systems, ensuring all funds are handled following organizational policies and best practices. Your role supports various programs and projects to maintain fiscal integrity and compliance, collaborating to achieve The Portal's mission of supporting at-risk youth.**

### Responsibilities

- **Financial Oversight & Management:** Oversee the organization's finances in collaboration with the Executive Director and Board Treasurer. Ensure fiscal responsibility, accountability, and alignment with GAAP standards.
- **Budget Monitoring & Forecasting:** Develop, maintain, and monitor the annual budget, including mid-year forecasts. Implement cost-reduction measures or identify additional funding as needed to ensure adherence to budget parameters.
- **Financial Reporting & Compliance:** Prepare monthly, annual, and ad hoc financial reports for internal management, board members, funders, and auditors. Ensure timely filing of government forms (ROEs, TD1s, T4s, HST rebates) and compliance with all regulatory requirements.
- **Audit Coordination & Fraud Prevention:** Lead the annual external audit process, coordinating the preparation of year-end working papers and reconciliations. Maintain fraud prevention practices and compliance with auditor recommendations.
- **Accounts Receivable & Payable Management:** Manage invoicing and processing of payables, receivables, and credit accounts. Ensure timely payment and receipt tracking, including online transactions and cheques.
- **Bookkeeping & Records Management:** Maintain accurate financial records, including account reconciliations, journal entries, and file management. Ensure a complete trail of supporting documentation for all financial activities.

- **Staff Training & Support:** Train staff on financial policies and procedures, ensuring compliance with internal controls. Provide tools to help program coordinators operate within their budgets effectively.
- **Financial Planning & Strategic Reporting:** Analyze financial data to guide organizational decisions. Prepare detailed financial reports on income, expenses, and budget projections to inform leadership and stakeholders.
- **Tax Compliance & Donor Management:** Oversee tax planning and compliance for corporate, payroll, and other taxes. Maintain systems for tracking donations and managing donor records.
- **Grant Management:** Ensure proper accounting and tracking of grants, collaborating with external grantors and program staff to align financial documentation with deliverables. Collaborate with program staff to align financial documentation with grant deliverables.

## 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.
- Extensive experience using Intuit QuickBooks and budget management.
- Proficiency in Microsoft Office.
- Strong accounting, technical, and administrative skills.
- Experience with not-for-profit fund accounting is considered an asset.

## Personal Attributes

- Upholds high ethical standards and works with sensitive information in a confidential and professional manner.
- Builds and maintains strong working relationships with internal and external stakeholders, fostering a culture of respect and collaboration.
- Demonstrates adaptability, strong analytical skills, and proactive problem-solving in dynamic and changing environments.
- Exhibits excellent organizational skills with meticulous attention to detail and effective time management.
- Communicates clearly and effectively, both verbally and in writing, ensuring alignment across teams and stakeholders.
- Committed to teamwork and personal development, using strengths-based and relationship-centered approaches to support organizational goals.
- Shows cultural awareness and inclusivity, fostering a welcoming environment for individuals from diverse backgrounds.

- Brings creativity and a solutions-focused mindset to improve financial processes and support strategic objectives.

## **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 Finance Manager position is primarily remote, with standard hours from 8:30 AM to 4:30 PM, Monday through Friday, but flexibility in work hours and locations may be required to meet organizational needs.**

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.