

VACANCY: FINANCE ADMINISTRATOR

About Us

THANS is seeking an exceptional candidate for the position of Finance Administrator. The successful candidate will have the opportunity to work alongside a group of passionate individuals dedicated towards eliminating violence against women and children in their communities. Established in 1989, Transition House Association of Nova Scotia (THANS) is an umbrella association of violence-against-women organizations across the province. Our eleven members provide crisis and transitional services for women and their children experiencing violence and abuse.

THANS encourages applications from queer, trans, and non-binary people, Indigenous, Black and people of colour (IBPOC) individuals, two-spirit people, individuals living with disabilities, and members of the 2SLGBTQIA+ community. Members of these communities are welcome to self-identify in their application.

General Description

The Finance Administrator will work 21 hours a week, with some of those hours based at the THANS office in Halifax, NS. The Finance Administrator, under the direction of the THANS Board, is responsible for overseeing all financial aspects within the organization including the development, monitoring, and management of project and operating budgets. The Finance Administrator will maintain all necessary records, files, and processes to ensure an efficient and compliant financial operation while focusing on accuracy, controls, and transparency.

Qualifications

- Experience and/or education in Accounting, Business Administration, Commerce, or a related field.
- Experience in managing the bookkeeping and financial administration of an organization.
- Experience working in a not-for-profit setting is an asset.
- Familiarity with accounting software such as Quickbooks (desktop), WagePoint, and TelPay.
- Comfortable with remote and online work.
- High level of professionalism and high level of duty of care with handling confidential information.
- Attention to detail (ability to spot numerical errors), accuracy, and thoroughness.
- Ability to manage all duties professionally and in a timely manner, while meeting critical deadlines.

Key Responsibilities

Financial Management

- Oversee ongoing day-to-day financial transactions including accounts payable and receivables.
- Prepare operating and special program budgets, as well as cost reports for project/program funders.
- Maintain financial records and mandatory filings in accordance with policy and regulation.
- Prepare monthly financial reports/statements, and financial packages for Board meetings, including ad hoc needs for other financial reporting.

Administrative

- Assist with the preparation of funding applications.
- Prepare bi-weekly payroll for less than 5 employees.
- Coordinate group benefits for THANS office and member organizations.

Application deadline

Applicants are invited to send their cover letter and resume to coordinator@thans.ca by November 30, 2022.

