



Financial Administrator Job Description

Organization: Manitoba Non-Profit Housing Association

Reports to: Transformation Team Lead

Position Summary

As part of a small team and in collaboration with the Manitoba Non-Profit Housing Association's (MNPHA's) bookkeeper, the Financial Administrator is both responsible for ensuring MNPHA has high standards of financial controls and meets the important deadlines of the *Rent Relief Fund*, a loan program established to support people who are at risk of losing housing or in need of financial support to attain housing, and financial and administrative support for the other programs that MNPHA administers

HOURS: 30-40 hours weekly (to be determined based on experience); This position is primarily remote with the requirement to work in the MNPHA office as directed by the Transformation Team Lead. This is a daytime position, Monday to Friday between the hours of 9 am and 5 pm. Evening and weekend work may be required on occasion to meet deadlines.

DETAILS: The position is a 12-month contract position, funded through a project grant with a high likelihood of extension if funding is available. Salary is dependent on experience ranging from \$40,000 - \$46,000 with benefits after 6 months.

Tasks and Responsibilities

Organizational Financial Administration – about 10% of time

- Work with MNPHA's book keeping company to provide information and documentation for all expenses and payments
- Assist with budget forecasting and planning
- Manage cashflow
- Submit information to payroll company as needed for approval
- Complete Quickbooks Online entries for invoices

Rent Relief Program Financial Administration – about 60% of time

- Work with Rent Relief Team Lead to assist with budget forecasting and planning, and improve and implement procedures related to payments and repayments
- Enter payables and balance reports
- Ensure pre-authorized debits are entered and balanced
- Track payments and problem solve for urgent payments where needed
- Reversals of payments and collections follow up

MNPHA Program Support – about 30% of time

- Work with Transformation Team Lead to resource and administer MNPHA's programs
- Develop and monitor program budgets
- Gather information for reporting to management, Board of Directors, and funders
- Collect and collate financial and outcome reporting for programs including the Housing Supports Initiative which funds 19 programs run by community partners in Manitoba
- Identify funding streams, undertake research, and develop proposals



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As a new position under development and supporting major pilot programs with two-year funding, the staffing structure and program model may evolve. Other duties and roles may be added or adjusted over time.

Knowledge and Experience

- Understanding of financial statements for non-profit organizations
- Ability to monitor, implement and design budgets
- Familiarity with Quickbooks Online
- Minimum of 2 years experience with financial administration in a non-profit organization
- Combination of 2+ years education and experience with business and non-profit administration required

Full vaccination against COVID-19 is mandatory for this position.

Skills and Expectations

- Adept Communicator: Ability to prepare written reports, emails and develop other professional communication materials in a timely, concise, and accurate manner
- Goal-oriented and task-driven: You thrive in an independent work environment, can deliver on targets, and have strong organizational skills. You prioritize tasks, manage your time, and set and meet deadlines.
- Detail-oriented: Numbers, data entry, and spreadsheets are your forte. You problem solve and create and use administrative tools to reduce and prevent errors.

Apply by sending resume and cover letter outlining experience relevant to the position to execdir@mnpha.com by April 28, 2022. Interviews will be held the week of May 2, and the position is expected to start as soon as possible after that. Applications without a cover letter will not be considered. Only candidates being considered for the position will be contacted.

Manitoba Non-Profit Housing Association is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply. Thank you