



Michael House Pregnancy and Parenting Support Services

A Safe Haven For Life

Job Position: Finance Manager

Anticipated Start Date: December 6th 2021

Salary: To be discussed in an interview

Michael House Pregnancy and Parenting Support Services is a Guelph community success story. Open since 2003, we have made a difference in the lives of more than 300 pregnant and parenting women and their children through our Residential Program, Aftercare and Drop-in Programs, and our Supportive Housing Program.

As the Finance Manager, you will monitor and implement systems to ensure the financial security and welfare of MHPPSS. Responsibilities include managing the financial dealings of MHPPSS finances in accordance with approved policies and procedures, and ensuring that reports and documents accurately reflect the financial status of MHPPSS.

Reporting to the Executive Director, your primary responsibilities will include:

- Maintain records of financial transactions
- Pay vendors, deposit income; verify, allocate, and post transactions
- Track income related to rental units
- Prepare reports for Municipal Government funders
- Process payroll
- Employee benefits plan administration
- Prepare/submit monthly statements/reports and synopsis of financial activities to Board of Directors
- Work with the Finance Committee to generate an annual budget
- Provide data and reports required for fund development initiatives; ie. Grant applications
- Assemble information for external auditors for the annual audit
- Comply with government legal requirements; filing reports
- Work alongside the Office Manager to keep donations organized in our Donor Database

Your Qualifications will include:

- Education and training in accounting, finance
- Quickbooks and Excel expertise; Microsoft Office skills
- Experience in financial management of Not-for-Profit organizations
- Analyzing information; donor database experience
- Excellent verbal and written communication skills

You have high attention to detail, thoroughness, and hold confidentiality. You are able to advocate on behalf of MHPPSS. You are committed to our vision to create a nurturing community caring for the emotional, physical and spiritual needs of those we serve. The position requires **32 hours per week**.

Please send resume and cover letter to Office@michaelhouse.ca

MHPSS is an equal opportunity employer

MHPSS is a faith-based, not-for-profit organization