



JOB POSTING

POSTING #: 2023-02

ADMINISTRATIVE AND FINANCIAL COORDINATOR, HOUSING (FULL-TIME)

Join one of the [Top 100 Charity Organizations](#) today! Since 2010, Charity Intelligence has awarded Eva's with the highest rating available based on financial transparency, accountability to donors and cost-efficiency.

Eva's Turns Youth Homelessness into Home

Youth experiencing homelessness who are Black, Indigenous, 2SLGBTQ+, racialized, or newcomers are overrepresented in the population of youth experiencing homelessness. In Canada, racism, specifically anti-Black and anti-Indigenous racism, permeates society, creating social and health inequities.

To respond to the needs of homeless youth and decrease social and health inequities experienced by Black, Indigenous and racialized youth, culturally responsive supports and services must be provided. These supports center the identities and cultures of young people and affirm their holistic identity, taking into consideration the barriers they navigate in their daily lives. This ensures that services respond to the specific needs of youth instead of compounding the barriers they are already facing.

Eva's was founded in 1989 by Eva Smith, a Jamaican immigrant, advocate, and activist. You can learn more about her legacy here: [Home - Eva's Initiatives for Homeless Youth \(wpengine.com\)](https://www.wpengine.com/home-eva-s-initiatives-for-homeless-youth)

Eva's provides shelter, transitional housing, and health and well-being programming to help youth experiencing or at risk of homelessness in Toronto. Join our expert staff to help young people reach their potential and lead fulfilling, healthy lives.

At Eva's, we help young people move from crisis to stability with the ultimate goal of moving to independence. We work with each young person to develop an achievable action plan, attain their goals, and build strong community connections.

ROLE OVERVIEW

The Administrative and Financial Assistant reports to the Director of Directors and seconded by Eva's Site/Program Managers and works collaboratively with Eva's Finance team. This position is responsible for providing program coordination, facility operations, IT support, financial and database management along with administrative integration among all programs.

ADMINISTRATIVE COORDINATION

- Data entry and database management for all statistics – client, program, finance, and administration – as required
- Coordinates with other administrative staff cross agency
- Monitoring, ordering, and distributing office supplies as required, including liaising with other departments to ensure supplies are being sourced centrally
- Coordinates weekly and monthly all-staff meetings (including but not limited to calendar invites, printing of materials etc.)
- Point of contact for boardroom bookings
- Types and files reports, meeting minutes and other documents as required
- Distributes incoming mail
- Retrieves general delivery messages, handles questions and concerns via phone
- Restock personal hygiene supplies for youth
- Supports with coordination of tours/volunteer groups and tour/volunteer calendar that falls within scope of the requirements
- Provides reception coverage
- Project manages program outcomes with vendors, and client supports
- Other duties as assigned

HUMAN RESOURCES

- Collaborate with the People & Culture team to coordinate the onboarding of new staff which includes assisting with training on administrative functions, policies, and procedures
- Collaborate with the Manager, IT to set up user account and outlook profile
- Troubleshoot technology issues

FINANCIAL ADMINISTRATION

- Process and enter accounts payable transactions, including vendor invoices, and staff expense reports, with calculation of the HST rebate.
- Verify the accuracy of invoices/expense statements by checking items such as amounts, taxes, extensions, and coding.
- Verify supporting documentation is complete and authorized before submitting for payment.
- Generates weekly cheque runs, EFT payments, and wire transfers related to accounts payable.
- Manage the department's cheque disbursement process.
- Monitors and responds to inquiries related to accounts payable.
- Monitors past due payables and makes necessary adjustments.
- Track, document and archives program reports, outcome measures etc.
- Answers internal and external accounts payable inquiries and follows up on payment status and invoice discrepancies.
- Assists with year-end preparation for the external audit.
- Research and recommend cost-effective measures for program supplies
- Collaborate with the People & Culture team to schedule training for managers and staff Reconciles statements monthly.

QUALIFICATIONS AND COMPETENCIES

- Organized, resourceful, innovative, detail-oriented, reliable, punctual, and able to multi-task with minimal supervision in a fast-paced environment
- Post-secondary education in Business or Office Administration. Social work is an asset
- Intermediate typing (approximately 50 wpm) and computer skills with proficiency in MS Word, Excel and Outlook, Internet Explorer. Knowledge of IT systems
- Proficient with office equipment such as a fax machine, photocopier, shredder, and with managing a telephone system of up to 9 lines
- Polite, adaptable, professional manner
- Ability to communicate in a clear and concise manner, both orally (in person and by telephone) and in writing
- Ability to exercise independent judgment and discretion in handling confidential matters and interacting with management staff and visitors
- Applicant must have valid driver's license with clean 3-year abstract.

Submit a cover letter and resume in one PDF document to careers@evas.ca. Be sure to indicate [2023-02 Admin & Financial Coordinator](#) in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

The City of Toronto has put in place a mandatory vaccination directive for City-funded shelters, and Eva's is obligated to comply with this legislation as per our funding agreement. In view of this, new Eva's employees are required to be fully vaccinated against COVID-19 as a condition of hire. New Eva's employees will be required to provide proof of full vaccination status to the People and Culture team via an upload in ADP upon been granted access. This information will remain confidential and will not be disclosed to Eva's staff or management. New Eva's employees will be entitled to reasonable accommodation in accordance with human rights legislation.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities, and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

Eva's has taken active steps to reduce the risk of transmission within our shelters, click here to learn what we are doing: <https://www.evas.ca/blog/covid-19-update/>

LAND ACKNOWLEDGEMENT

We acknowledge the land we occupy is the traditional territory of many nations including the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississauga's of the Credit and the Williams Treaty signed with multiple Mississauga's and Chippewa bands.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.

LOOKING TO LEARN AND GROW WITH US?

Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

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Email info@evas.ca | Website www.evas.ca



Connect with us @evasinitiatives