

Finance and Administration Officer

HeartWood Centre for Community Youth Development is looking for a part-time Finance and Administration Officer. HeartWood is a non-profit organization that focuses on leadership development for youth and capacity-building for organizations wanting to meaningfully engage youth. We will be celebrating our 20th anniversary this year.

We are currently looking for a Finance and Administration Officer who would work 2 days a week (with more time added as necessary). We are looking for someone with the following qualifications:

- Relevant bookkeeping/financial education and/or experience
- Knowledge and experience with Simply Accounting
- Experience working in a small office environment
- Experience with non-profit organizations and boards
- Experience with financial audits
- Detail-oriented, organized and efficient
- Enthusiastic, helpful and friendly
- Child Abuse Registry and Police Check required
- Desktop publishing an asset

Duties will include:

- Bookkeeping and data-entry
- Financial reports (e.g. final and interim budgets for program funders)
- Financial reports including budget comparisons (for Board)
- Annual financial statements and assisting auditors (March 31st year end)
- Cheque writing, bill payments, etc
- Cash flow maintenance and forecasting
- Filing and organizing
- Maintaining office supplies (paper, CDs, ink, etc)
- Equipment maintenance (fax machine, printer)
- Registrations and renewals (Joint Stocks, etc)
- HeartWood literature (minor editing, printing, etc)
- Answering phones and taking messages as necessary

Salary is in the \$14/hour range based on a seven-hour day. Please send cover letter and resume by September 27, 2009 to Maria Cain, Executive Director, HeartWood Centre for Community Youth Development:

Email: HYPERLINK "mailto:maria@heartwood.ns.ca" maria@heartwood.ns.ca

Mail: 5516 Spring Garden Road, Suite 202, Halifax, NS, B3J 1G6

Or fax: 444-3140

Please note: Only those selected for an interview will be contacted.

