



End Homelessness
Winnipeg is an Indigenous
mandated, collective
impact organization that is
committed to ending
homelessness in
Winnipeg.

End Homelessness
Winnipeg is guided by the
Truth & Reconciliation
Report and its Calls to
Action.

Self-identifying as
Indigenous or having first-
hand knowledge or
experience working with
Indigenous communities
will be considered an
asset.

Job Posting – EHW 2024-012

Housing Benefits Finance/Administration Clerk

Under the general direction of the Director Housing Supports, the Housing Benefits Finance/Administration Clerk is responsible for performing administration and financial duties that support delivery of the rent supplements and building services programs. You will work collaboratively with the Director Housing Supports, End Homelessness Winnipeg staff, community organizations/workers, and key stakeholders to address homelessness in Winnipeg. Your key duties and responsibilities will include:

Financial Management

- Obtain direct deposit and other information from landlords, program applicants and other suppliers and enter it into the database
- Process accurate, timely payments of the rent supplement and other eligible housing benefits
- Print and review reports for accuracy
- Prepare reconciliations of the rent supplement program accounts on a monthly or more frequent basis

Other Administrative Functions

- Provide administrative support to the Director Housing Supports, Program Specialist, and other program staff
- Review rent supplement applications for accuracy
- Receive and respond to high volume of calls/emails from program applicants, landlords, funders and others, or direct as necessary
- Order office supplies, maintain stock, call for equipment repairs
- Prepare reports for management, the Province of Manitoba, and others as required
- Track and compare key statistical program data
- Prepare correspondence and presentations

You are passionate about ending homelessness and have an in-depth understanding of homelessness and housing, as well as the needs of particularly vulnerable and over-represented populations and the issues affecting many homeless and low-income people. You also possess the following qualifications or an equivalent combination of education and related experience:

- Post-secondary education or training in business administration and/or accounting and three years related experience or an equivalent combination of training and experience
- Working knowledge of community issues such as homelessness, colonization, poverty reduction, etc.
- Ability to work in a Windows environment including intermediate to advanced skill using Microsoft Office programs (Word, Outlook and Excel, PowerPoint)
- QuickBooks or other accounting software experience
- Ability to manage conflict in a calm, assertive and respectful manner
- Ability to set priorities, to organize and exercise initiative in a complex and fast-paced work environment with competing demands
- Ability to learn new software and other relevant applications and technical/office equipment at an intermediate level
- Experience with general administration and accounting procedures and practices
- Knowledge and experience with statistics and spreadsheets
- Ability to compile, organize and disseminate statistical and other data

As EHW is committed to reconciliation and the inclusion of an Indigenous world view, experience with the practice of Indigenous culture, history, knowledge systems, and Indigenous community relationship building practices and protocols is required.

Salary range: \$49,944 to \$57,898 depending on qualifications and experience.

This full-time permanent position and is unionized under MGEU Local 439

End Homelessness
Winnipeg is proudly
located on Urban Reserve
Land.

Please forward cover letter and résumé, including the position you are applying for by **3:00 pm, Friday, July 5th, 2024**, directly to: careers@endhomelessnesswinnipeg.ca

As an Indigenous organization, preference will be given to Indigenous (First Nations, Métis, Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants for their interest, but only those selected for an interview will be contacted.