



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

Reaching Home Finance/Administration Clerk

Under the general direction of the Senior Director Reaching Home, the Reaching Home Finance/Administration Clerk is responsible for performing administrative and financial duties that support delivery of homelessness funding as administered by End Homelessness Winnipeg. The Finance/Administration Clerk supports activities related to issuing Calls for Proposals, the distribution of funding, and the collection and reporting of data based on the information from funded projects and other relevant sources.

KEY DUTIES & RESPONSIBILITIES

- Works collaboratively with the CEO, the Senior Director, the Director, and staff team to address homelessness in Winnipeg
- In conjunction with the Program Officers, ensures financial reporting from proponents is received in accordance with the schedule from their legal agreements
- Reviews financial expenditure reports from proponents to ensure accuracy
- Prepares requests for financial disbursements to proponents and tracks disbursements
- Prepares financial reports and submissions
- Pays invoices and manages petty cash
- Registers employees for conferences and makes travel arrangements
- Coordinates and arranges meetings, boardrooms, conference calls, hospitality requests, special events, and other appointments; prepares meeting minutes or notes as required
- Maintains staff leave and attendance records
- Coordinates training offered internally and to the homelessness sector
- Compiles information and data gathered from funded projects for all Reaching Home programs
- Compiles and coordinates results reporting, enters information into Reaching Home Results Reporting Online (RROL), and prepares documents as required
- Prepares, monitors, and maintains tracking systems on all contracts
- Assembles draft agreements in collaboration with Program Officers for review by the Director
- Prepares summaries/tables for Community Advisory Board (CAB) review
- Monitors and maintains physical and electronic files for Reaching Home and funded projects
- Develops and maintains numerous tracking systems to provide regular status reports
- Prepares a variety of reports and submissions to support monitoring and progress of funded projects and Reaching Home program delivery
- Provides administrative support to Reaching Home staff including preparing correspondence
- Ensure ongoing facilities management including office equipment, supplies, accommodations
- Receives calls from proponents, stakeholders, and funders; answers questions or directs to appropriate contact
- Other duties as assigned and consistent with purpose of position

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
- Strong interpersonal and communication skills (oral and written)
- Knowledge and experience with statistics and spreadsheets
- Experience with general accounting procedures and practices
- Highly developed organizational and records management skills
- Experience in project management and general knowledge of contract administration
- Ability to work as a team member and function independently with minimal supervision
- Knowledge of and ability to use various computer information systems, such as MS Office
- Ability to establish and maintain effective working relationships with staff, external organizations, and public

As End Homelessness Winnipeg 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: \$48,960 to \$56,758 depending on qualifications and experience.

This full-time position is unionized under MGEU Local 439.

Please forward cover letter and résumé, including the position you are applying for **by 3:00 pm, Monday, February 6, 2023**, 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.