



peers

VICTORIA RESOURCES SOCIETY

Financial Manager (Contract Position)

Peers Victoria is a multi-service grassroots agency that has been working with and for Victoria sex workers for over 25 years. Through direct service delivery and partnerships, Peers provides an array of outreach, harm reduction, and wellness support services. We maintain a welcoming and accessible service environment that promotes the empowerment of current and former sex workers.

Reporting to the Executive Director, the Financial Manager will provide payroll, finance, and accounting services to support Peers Victoria Resources Society. These duties include being responsible for day-to-day financial operations (such as payroll, invoices, donations, expenses), as well as budget preparation and monitoring, report writing, and preparations for the annual review and audit of Peers Victoria's financial status.

Specific duties for this position include:

- Perform and maintain day-to-day financial operations;
- Provide payroll services including payroll remittances (CPP, EI, WCB);
- Provide financial reports for annual review and audits;
- Work with staff to manage expense payments;
- Prepare monthly financial reports;
- Complete and submit financial reports to funders;
- Prepare donation tax receipts
- Oversee security of financial records; and
- Work with executive director to ensure the organization adheres to program budgets.

Skills/Qualities:

- 3+ years of experience providing financial services in the non-profit sector.
- Use of Quickbooks online and Sage 50;
- Ability to use office management software including outlook, excel, and word for the purpose of program record management and basic document creation;
- Approachable, non-judgmental, empathic, and calm in conflict or crisis;
- Strong interpersonal skills and collaborative, team oriented workplace approach
- Strong organizational and time-management skills;
- Commitment to ethical organizational operations including, but not limited to: maintaining confidentiality, and addressing conflict of interest & conflict resolution.

Job details:

- Contracted position
- Pay based on experience and credentials
- 10 hours per week and may be negotiated based on scope of contract
- Vulnerable Sector Criminal Record Check required.



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If you are interested in this employment opportunity, please submit a resume and a covering letter that summarizes your relevant experience and skills by November 15, 2021 to peershiring@gmail.com.

Applications from individuals with direct experience in any aspect of the sex industry are especially welcome. We also encourage applications from, but not limited to, indigenous persons, persons of colour, and persons representing diverse genders, sexualities, and abilities.