



peers

VICTORIA RESOURCES SOCIETY

Financial Administrator

Peers Victoria is a peer-led, grassroots agency that has been by, 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. We have recently added programs to our service delivery model that focus on harm reduction and overdose prevention in housing and shelter sites, and Indigenous-led outreach and housing supports.

Reporting to the Executive Director, the Financial Administrator will provide carry-out book keeping, budgeting and financial reporting services to support Peers Victoria Resources Society. These duties include being responsible for processing day-to-day financial operations (such as invoices, expenses, and payworks payroll administration), as well as budget preparation and monitoring, report writing, and preparations for the annual review and audit of Peers Victoria's financial status conducted by Grant Thornton.

Specific duties for this position include:

- Perform and maintain day-to-day financial operations;
- Provide information to support payworks payroll administration;
- Prepare cheques for contractors, service providers, and housing subsidies
- Perform financial filing for annual review and audits;
- Work with staff to manage expense payments;
- Prepare monthly financial reports;
- Complete and submit financial reports to funders in partnership with other members of management team;
- Maintain financial records; and
- Work with executive director and program managers to ensure the organization adheres to program budgets.

Skills/Qualities:

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- 3+ years of experience providing financial services in the non-profit sector.
- We do not require certified professional accountant status but the ideal candidate will have some training in book keeping and/or accounting and looking to expand their training;
- Use of accounting and payroll software approved by Executive Director, Board of Directors and other financial partners/contractors; *it is currently essential that the person in this role is comfortable with Quickbooks.
- 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;



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- 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:

- 22 hrs per week for the financial administrator position. A benefit plan will be available after three months which includes extended health and dental and a voluntary RRSP plan. If the successful candidate would like additional administration work and has experience in office and building administration, human resources, and/or IT support this may be negotiated.
- Pay based on experience and credentials starting at \$31 per hour.
- Vulnerable Sector Criminal Record Check required.

If you are interested in this employment opportunity, please submit a resume and a covering letter that summarizes your relevant experience and skills by January 10, 2023 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.