



The Ottawa Aboriginal Coalition acknowledges that we are on unceded Algonquin-Anishinaabe territory.

OTTAWA ABORIGINAL COALITION
INUIT VIOLENCE AGAINST WOMEN SHELTER

DRAFT Job Posting
Human Resources/Finance Manager

Position Summary

Under the supervision of the Executive Director and participating as part of the Management team, the HR/Finance Manager is responsible for the day-to-day human resources and financial management including HR functions like contracts, performance management and support systems and HR functions including accounts payable and receivable, payroll processing, budgeting support, financial reporting, and audit coordination.

The Human Resources/Finance Manager ensures the accuracy, integrity, and compliance of all financial records and reporting, including those required by government funders and regulatory bodies. They are also responsible for the accuracy, integrity, and compliance of all human resources records, including payroll and reporting.

The ideal candidate will have experience in having worked in a similar management role within the Indigenous or violence against women sectors.

Preference will be given to Inuit or Indigenous candidates.

Key Responsibilities

- Ensure Inuit culture, language and Inuit Societal Values are meaningfully reflected in the shelter's services and environment.
- In the first year, support the establishment of all human resources and finance systems and processes.
- Coordinate recruitment, onboarding, employee records, leave tracking and benefits administration with the Shelter Manager
- Processes payroll accurately and on time, in compliance with regulations
- Ensures employee financial information is up to date
- Effectively manage the accounts payable and accounts receivable processes in a timely manner.
- Processes expense claims and petty cash and distribute reimbursements in a timely manner.
- Effectively and accurately maintains financial records.
- Accurately prepares and maintains the general ledger by reconciling accounts and resolving discrepancies
- Effectively monitors and manages banking activity.
- Reconciles bank accounts, credit cards, and donations with accuracy and resolves discrepancies.
- Prepares budget template and provides account information required for budget decisions by Executive Director and Board of Directors.

- Working with the Shelter Director, ensure all Shelter staff contract responsibilities and obligations are fulfilled.
- Assist with budget preparation, monitoring, purchasing and financial reporting.
- Support funder and organizational reporting requirements.
- Effectively coordinates and assists with the annual audit
- Ensures all documentation is prepared for review
- Maintain confidentiality of employee and organizational information.
- Coordinate with external finance, payroll, benefits and HR providers as required.

Qualifications and Experience

- Diploma or certificate in Accounting, Bookkeeping or Finance or an equivalent combination of education and directly related experience.
- 3 to 5 years of progressive experience in bookkeeping or accounting administration, accounts payable/receivable, payroll processing, bank and account reconciliations
- Experience in a nonprofit or publicly funded organization strongly preferred, particularly with:
- Government funder (MCCSS or similar), grant reporting and funder reconciliations.
- Experience supporting audits (preparing documentation, liaising with auditors), though not leading audits independently.
- Ability to work independently with appropriate oversight from the Executive Director
- Proficiency with accounting software.
- Strong Excel skills (budget tracking, reconciliations, variance analysis)
- Experience processing payroll using Ceridien or another payroll system
- Ability to meet deadlines tied to funder and audit timelines
- High attention to detail and accuracy in financial recordkeeping
- Strong organizational and time-management skills to meet multiple reporting deadlines
- Comfortable working in a mission-driven, trauma-informed environment
- Strong communication skills and able to explain financial information clearly to non-finance staff and board members
- A combination of these qualifications will also be considered.

Preferred Qualifications

- Satisfactory background checks is required
- Valid driver's license and access to own vehicle required
- Valid CPR/First Aid certification

For more information and to apply for the job once it becomes open, please go to the OAC website at:

www.ottawaaboriginalcoalition.ca