



140 ISLINGTON AVENUE
ETOBICOKE, ON M8V 3B6
TELEPHONE 416 252 7949
FAX 416 252 1520

www.womens-habitat.ca

Women's Habitat of Etobicoke
Job Description
Business Administrator
Non-Management Classification
(Permanent, Full-Time 37.5 hours per week, On-Call)

REPORTS TO: Finance Manager and Manager of Programs and Client Services

COLLECTIVE BARGAINING UNIT POSITION CUPE 3877: NO

DIRECT REPORTS: None

AGENCY SUMMARY

Women's Habitat is a multi-service feminist organization supporting women-identified individuals and their dependents impacted by intimate partner and familial violence and poverty. Women's Habitat provides shelter and services to self-identified women and their dependents who are survivors of violence. Our 25 bed emergency shelter has been providing a safe place to rebuild since 1978. An Outreach Centre was opened in South Etobicoke in 2006 to provide services to women and children in the community.

JOB SUMMARY

The Business Administrator is responsible for processing payroll, accounts payable, accounts receivable, banking, credit card transactions, facilities management of both locations and provide administrative support to the Manager of Programs and Client Services. The Business Administrator will perform on-call duties on occasion.

KEY RESPONSIBILITIES

Payroll Responsibilities:

- Process bi-weekly payroll using an external payroll provider system.



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- Prepare payroll journal entries as required, process ROEs, annual T4 and T4A reconciliation and other payroll-related reconciliations such as annual taxable benefits and LTD employee contribution reconciliation.
- Add new employees to time management system and provide support to staff on use of the system
- Process and remit promptly employees' WSIB and union dues on a monthly basis and perform annual reconciliation process.
- Respond in a timely fashion to payroll and timesheet management inquiries.
- Process and remit promptly Employer/Employee Group RRSP contributions on a monthly basis.
- Prepare and submit annual EHT reconciliation as required by the Ministry of Finance.

Accounting/Finance Responsibilities

- Perform full-cycle Accounts Payable including: reviewing and matching invoices with delivery receipt, issuing cheques and EFTs, recording payments and ensuring cheques are signed in keeping with the agency finance policies and procedures; advise supplier on EFT payments and monthly reconciliation of supplier statements.
- Responsible for full-cycle Accounts Receivable including: bank deposits, create invoices, follow up to ensure prompt payment; prepare promptly all City of Toronto invoices and request for reimbursements for clients' personal needs allowance (PNA) ensuring proper documentation from the Shelter.
- Prepare monthly PNA reports and invoices.
- Prepare monthly credit card reconciliation and ensure all charges are supported with receipts.
- Complete donation deposits ensuring donation deposit record matches the bank statement and in collaboration with Philanthropy department reconcile donations from donation platforms with Quick Books on a monthly basis.
- Track gift card usage.
- Prepare monthly journal entries for gift card expenditures by regularly coordinating with users and obtaining receipts for monthly use of gift cards.
- Distribute petty cash as required and obtain receipts.
- Filing of all accounts payable/receivable and bookkeeping documents.
- Assist the Manager of Finance in the preparation of the annual financial audit.
- Assist the Manager of Finance in the preparation of TPAR report to MCCSS.
- Assist the Manager of Finance with reporting to the United Way Toronto and York Region.
- Recommend improvements to the organization's accounting/financial policies and procedures to properly monitor and manage cash flows.



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Administrative Support and Facilities:

- Coordinate, obtain quotes from, supervise and arrange external vendors to provide onsite facilities management (painting, repairs, etc).
- Manage the purchase of health and office supplies, bedding, furniture, equipment and maintenance for the shelter and outreach
- Assist the Manager of Programs and Client Services with training of shelter staff on policy and administrative procedures
- Assist with orientation/training of relief staff, students and volunteers.
- Assist in the development and monitoring of shift schedules for the shelter
- Schedule staff training
- Schedule and co-facilitate relief meetings
- Review expense account submissions and timesheets from staff for accuracy
- Maintain, record and compile statistics for PNA
- Ensure administrative forms are up to date, organized and distributed as appropriate
- Assist Manager with donations that arrive at the shelter
- Share on-call duties

Other

- Assist with other duties as required, from time to time, aiding with the efficient operation of the organization

QUALIFICATIONS

- In depth knowledge of business administration, accounting or office management which is normally acquired through the completion of a community college related field.
- Minimum 3 years related work experience including experience in a social service setting; combination of experience and formal education will be considered.
- Minimum 3 years of experience using QuickBooks.
- Minimum 2 years of experience using payroll and time and attendance tracking software ideally ADP.
- Advanced knowledge of Excel including: VLOOKUP and PIVOT.
- Non-profit experience is an asset.
- Proven experience of accounting processes, procedures, controls and reporting including management of payroll, AP, AR and general ledgers.
- Knowledge of office equipment and ability to troubleshoot and fix problems
- Ability to use discretion, judgment and tact in handling sensitive and confidential information.
- Excellent verbal, listening and written communication skills



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- Maturity and experience managing multiple priorities; well organized and able to work independently; and utilize sound judgment to perform all assigned duties with minimal supervision.
 - Excellent client service skills; ability to establish and maintain effective working relationships with coworkers, clients and community agencies.
 - Demonstrated knowledge and understanding of issues such as woman abuse and child abuse, mental health and trauma
 - Ability to interact with a diverse community of women and children within the shelter from an anti-racist and anti-oppressive approach
 - Sensitivity and awareness of cultural, racial, economic and socially diverse communities.

CORE COMPETENCIES

Each employee will adhere to, and reflect in all areas of their work, the policies, procedures, mission and values of Women's Habitat. Therefore, each employee will have the following competencies:

1. Ensure that the Health and Safety guidelines are followed in accordance with the policies and procedures of the agency.
2. Ensure appropriate notification of child abuse as required by the Child and Family Services Act.
3. Adhere to and abide by Women's Habitat's harm reduction philosophy.
4. Ability to conduct trauma-informed work when dealing with agency clients.
5. Understand and adhere to the Ontario Human Rights Code at all times and in all aspects of their work.
6. Understand and implement anti-oppression and equity principles in all aspects of their work.
7. Ability to respond to a crisis in ways appropriate to one's role at Women's Habitat.
8. Demonstrate willingness and the necessary skills to attend to conflict and tension with colleagues and non-client stakeholders.
9. Engage in constructive communication with peers, staff, clients, volunteers and other stakeholders, share information in an appropriate and timely manner and adhere to the agency's confidentiality agreement.
10. Ability to critically examine how they carry out their role and takes responsibility for the impact of their behaviours on others.
11. Demonstrate a commitment to continuous learning in order to ensure the delivery of high quality service.



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- 12.** Has the ability to work collaboratively as part of an effective team to best meet the evolving needs of clients and advocate on their behalf.
- 13.** Build strong working relationships and communication with colleagues, the management team and other stakeholders to ensure optimal efficiency and fulfillment of Women's Habitat's mandate.
- 14.** Ensure timely, accurate and effective communication with regards to Women's Habitat and/or program specific policies and procedures.
- 15.** Able to manage competing and conflicting priorities effectively and efficiently.
- 16.** Flexible and open to learning new concepts.