

## **Volunteer Accounting Professional / Bookkeeper Alliance to End Homelessness Ottawa**

**Position:** Volunteer | 2 days/month | Seeking 1 year commitment

### **About the Alliance to End Homelessness Ottawa (ATEHO):**

The Alliance to End Homelessness is a non-partisan, provincially incorporated non-profit organization working in partnership with members and partners to inspire action, to generate knowledge and to inform a community-wide effort to achieve an end to homelessness in Ottawa.

The Alliance is an important voice on homelessness in Ottawa, engaging public and elected officials, the media, community partners and the wider Ottawa community. The Alliance plays an important role in convening members and community stakeholders to address and advance issues and efforts related to ending homelessness and housing insecurity.

In 2014, the Alliance established three primary strategic directions, which continue to guide its work: We Inspire; We Learn; and We Inform. Additional details on these directions, with an overview of anticipated outcomes, can be found on the Alliance website.

Since 2004, the Alliance has been known for two signature initiatives: the annual spring production of a Progress Report on Ending Homelessness in Ottawa, and the fall convening of a community forum, facilitating dialogue between research and community practice to advance our community's efforts to end homelessness.

More information can be found on our website at: <http://endhomelessnessottawa.ca>.

### **Responsibilities:**

- Input end of month invoices, receipts and grants into QuickBooks, ensuring all necessary supporting documentation is maintained.
- Maintain ledger tracking of all incoming and outgoing monthly financial records.
- Prepare quarterly and annual reports for review by the Executive Director, Treasurer and Board of Directors.
- Maintain membership fees and records.
- Reconcile project, research and grant funding against program expenses, payroll and budget lines.
- Support the annual budgeting process and regular financial analysis.
- Provide recommendations on and support updates to ATEHO financial systems and procedures.
- Provide support for annual audits and all required filings.

### **Skills and Requirements:**

- A minimum of a bachelor's degree in accounting from an accredited educational institution; certification and professional designation and experience in accounting is preferred.
- Practical experience in fund-based accounting and account reconciliation.
- Experience in non-profit account management, including receipt and reconciliation of multiple grant and funding sources.

- Demonstrated proficiency in computer skills including MS Office Suite, Excel and specific accounting software such as QuickBooks is a must.
- Attention to detail and precision in account reconciliations and report generation.
- A commitment to good interpersonal relationships, teamwork and confidentiality.
- Dependable attendance.

**Benefits of Volunteering with ATEHO:**

- Provides opportunities to network, make new contacts, learn and share ideas of common interest.
- Supporting a network of community partners, social service providers, front line workers, academics, policy and advocacy stakeholders to better the lives of those living in our community.
- A letter of reference or statement of work can be provided.

**Application:**

- Please provide a recent cv and covering letter outlining the skills and contributions you would like to bring to ATEHO;
- Name and contact information of two individuals whom we can reach out to about your candidacy;
- Selected candidates will be invited for an interview;
- Please note the position is voluntary.
- Located in downtown Ottawa – Flexible work location and hours as appropriate.

**Please send your application to:** Kristen Holinsky, Executive Director, Alliance to End Homelessness  
Ottawa at: [kholsky@endhomelessnessottawa.ca](mailto:kholsky@endhomelessnessottawa.ca) by **Friday, July 21st , 2017 – 5pm EST.**