



# **Change for Children Association**

## **EMPLOYMENT OPPORTUNITY**

CHANGE FOR CHILDREN ASSOCIATION (CFCA) is an Edmonton-based, charitable non-governmental organization with 31 years of experience working for sustainable, community development in Latin America and Africa and providing global education in Canada. CFCA is lead by a volunteer Board of Directors as well as Projects, Finance, Education, and Funds Development Committees. CFCA's small, flat-structured core staff includes the following key staff members: Education Coordinator, Projects Coordinator, Development Coordinator and a Financial and Administrative Coordinator. CFCA also operates with the substantial contribution of many volunteers. CFCA's many international projects and extensive in-Canada education programming are funded by private donors, grants from the federal and provincial governments, foundations, fundraising events and campaigns. CFCA is now accepting applications for the position of:

### **FINANCIAL AND ADMINISTRATIVE COORDINATOR**

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#### **Position Summary:**

Collaborating with the Finance Committee, CFCA Board of Directors, other staff and program volunteers, the Financial and Administrative Coordinator administers all aspects of CFCA's financial management, accounting records and organizational administration using strong finance and administrative skills to ensure timely and consistent financial and administrative management for this vibrant organization.

#### **Key Responsibilities Include:**

- Work with the Finance Committee to oversee CFCA's financial and administrative affairs.
- Work collaboratively with staff, Finance committee and the Board to prepare annual organizational budgets.
- Process donations by making bank deposits as well as entering donor information into @Ease fundraising software and financial information into ACCPAC accounting system.
- Process all accounts payable and accounts receivable through ACCPAC accounting system.
- Reconcile all bank deposits and accounting entries on a monthly basis.
- Prepare regular financial reports and statements, including regular revenue and expense statements for Projects, Education and Funds Development programs as well as relevant funding agencies.
- Liaise with Ceridian payroll services to facilitate the completion of monthly organizational payroll.
- Maintain donor database (@Ease software) & ensure delivery of timely charitable receipts for all donations.
- Prepare books and records for annual analysis by CFCA's Chartered Accountant.
- Maintain office records, back-ups and relevant registrations.
- Participate with other staff in volunteer and temporary employee management.
- Participate in organizational events as required including Board meetings, the AGM and fundraisers.
- Management and scheduling of volunteers for CFCA's bi-annual Casino.

**Requirements:**

- Post-secondary education in Business Administration or Financial Management (or relevant experience).
- Experience managing the financial accounting of a business or non-profit organization.
- Experience working with accounting software (such as ACCPAC) and generating regular financial reports.
- Strong administrative and computer skills including a willingness to be trained on an on-going basis in the latest versions of our accounting and donor software which has been - and continues to be - customized for CFCA.
- Strong teamwork and time-management skills.
- Ability to effectively manage the administrative and financial aspects of the organization in a non-hierarchical staff environment.
- Commitment to social justice and sustainable community development.

**Classification:**

The position is of Financial and Administrative Coordinator is a permanent position remunerated at a rate of \$33,000 per annum. Alberta Health Care and Extended Health benefits are provided after a three month probation period and 5% pension benefit is provided after 6 months of employment with CFCA.

**Applications will be accepted until 5:00pm on September 7<sup>th</sup>, 2007.**

Only those applicants selected for an interview will be contacted. We thank all others for their interest.  
**CVs, a cover letter and two letters of reference should be forwarded to:**

**Personnel Committee, Change for Children Association**  
2<sup>nd</sup> Flr 10808 124 Street Edmonton, AB T5H 0H3  
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**[www.changeforchildren.org](http://www.changeforchildren.org)**