

Humane Canada™ is seeking a Coordinator, Finance and Operations to support the us through the growth and expansion of our organization in a remote work environment.

Position Title:	Coordinator, Finance and Operations
Reports to:	Manager, Finance and Operations
Location:	Ottawa (fully remote position)
Salary:	\$40,220 - \$46,260
Benefits:	Competitive benefits package including matching RSP contributions, life and extended health benefits and flexible working hours
Position Type:	Full- time, permanent

Overview

Humane Canada™ is an organization that works towards the respect and humane treatment of all animals within Canada. As a team member you will work with a dynamic group that advances the welfare of animals on a national stage and will be involved in promoting the interests of animals to government, policy makers, industry and the public at large.

The Coordinator of Finance and Operations will support the financial and corporate administration of Humane Canada™ while developing the organization’s human resource structure in a remote environment. The role will work closely with the CEO office and Board of Directors. The role offers opportunity for an individual interested in a dynamic growth environment with a passion for service delivery while maintaining focus on the mission of the organization, which is to advance the welfare of animals in Canada by ending animal cruelty, improving animal protection and promoting the humane treatment of all animals.

Responsibilities

Administration/Operations

- Provide administrative support to management as required
- Process incoming and outgoing mail
- Ensure all systems are working effectively (phones, mail etc.)
- Provide administrative support with respect to the organization of meetings and workshops including, but not limited to, registration, travel arrangements, agendas, note taking/minutes, reports and expense claims
- Provide administrative support in the preparation of reports, correspondence, contracts and other documentation
- Provides HR support (e.g. tracks vacation and time sheets, reviews resumes, etc.)
- Proactively supports the onboarding of new staff to the organization as well as those leaving. This includes distribution, tracking and return of company assets
- Facilitates the efficiency and effectiveness of team meetings by preparing agendas and minutes, maintaining records and monitoring follow up

Finance and Bookkeeping

- Prepare bank reconciliations monthly for all bank accounts for review
- Prepare payment requisitions and cheques/bank drafts/transfers to support supplier payments

- Prepare and facilitate bank deposits
- Administer all transactions relating to group benefits
- Review, validate and process invoices for services and expenses related to all projects from consultants and suppliers
- Work with Manager, Finance and Operations to ensure accurate and timely monthly financial statements and audit preparation
- Using QuickBooks, enters all day to day accounting transactions, including bank deposits, invoices, and accounts payable transactions
- Maintains registry of vendor contracts and tracks expiration and renewal dates

IT Logistics

- Technology is appropriate to meet the needs of a growing team and we have the systems in place and functioning appropriately to gather, share and track information
- Ensure that all staff have the hardware and software they need for their work
- Ensure we have appropriate data back up systems and they are working effectively
- Spot opportunities to better track and maintain information
- Coordinates IT logistics
- Maintains an accurate inventory of company IT assets and peripherals

Membership Administration

- Maintains membership database and up-to-date contact information
- Maintains effective communication with members; responds to queries, monitoring the membership mailbox
- Ensures membership information is up-to-date on website
- Ensures appropriate and timely notices for Special and Annual General Meetings and organizes voting where necessary

Executive Assistance and Board Coordination

- Ensures the smooth administrative functioning of the CEO's office
- Keeps the CEO's schedule, coordinating meetings, travel and public engagements, ensuring proper documents, preparation and logistics support
- Responds to inquiries and complete expense reports
- Provides ongoing support, research and documentation for CEO involvement in committees and working groups
- Administrative liaison to the Board of Directors
- Coordinate all Board meetings and the Annual General Meeting
- Compile, assemble, and distribute Board and Committee meeting agendas and ensures timely production and distribution of supporting documents
- Attends all meetings, takes, transcribes and distributes minutes
- Coordinates logistics for in-person Board meetings including arranging hotel accommodations for out-of-town Board members; processing travel reimbursement requests
- Maintains corporate records (e.g., Minutes, By-Law, correspondence)

Your Qualifications

- **Education/Experience** – Successful completion of a post-secondary degree or diploma in a related field (administration, business, finance). Additional 2-3 years of work experience in a relevant position and an interest in national animal welfare issues
- **Languages** – English is essential; bilingual (English/French) is an asset
- Proficiency in QuickBooks **and** Microsoft 365 applications, including Teams, Outlook, SharePoint, OneDrive, and the MS Office suite; familiarity with Raiser's Edge is helpful
- A passion for systems and a desire to help others maximize their effectiveness
- A gift for organization skills with an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and members
- Ability to conduct research and present data in a succinct and well-written manner
- Strong minute taking-skills and attention to detail
- Familiarity with computerized payroll programs
- Excellent writing, editing, grammatical, organizational, and research skills
- Ability to work independently and with professional discretion
- Committed to 100% follow through
- Positive attitude and flexibility

Remote nature of position:

- Role is fully remote and successful candidate would be required to perform responsibilities reliably and effectively through technology but also **must be based in Ottawa** to perform some administration.
- Role requires a driver's license and regular access to a vehicle for occasional mail pick up and deposits.
- Working hours are flexible but availability will be required between 9am and 5pm EST (Eastern Time Zone).
- Ability to travel for role within Canada from time to time.

More about Humane Canada™

Founded in 1957, Humane Canada™ represents SPCAs and Humane Societies from coast to coast to coast as well as an increasing number of municipalities, animal welfare groups and rescue organizations that make up the sector. We have a simple vision – **a humane Canada**. This vision was so important to us that in 2018 we publicly changed our name to Humane Canada. To achieve that vision we drive positive, progressive change to end animal cruelty, improve animal protection and promote the humane treatment of all animals.

As the convener of the largest animal welfare community in Canada, we advance the welfare of animals, with a strong national voice promoting the interests and concerns of animal welfare to government, policy makers, industry, and the public. We believe that each animal possesses intrinsic value, remarkable complexity, and inherent dignity, and as such is deserving of respect and moral concern. We elevate animal welfare through our values of collaboration and evidence-based thought leadership while building integrated, strategic professional teams that utilize systems thinking to create an effective and lasting change.



THE FEDERATION OF SPCAs AND HUMANE SOCIETIES
FÉDÉRATION DES SOCIÉTÉS D'ASSISTANCE AUX ANIMAUX

Should you be interested in learning more about this impactful opportunity with Humane Canada™, please apply today with your resume and a letter of introduction to careers@humanecanada.ca by April 15, 2022.

Humane Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.