



JOB POSTING

AMETHYST FINANCIAL ADMINISTRATOR POSITION

- Hours:** Full-time (35 hours/week)
Duration: Permanent (\$57,584.80 annually)
Location: Ottawa area
Deadline: Applications due by Wednesday, February 20th, 2023, at 9am
Union: PSAC-UNE Local (70400)

Amethyst Women's Addiction Centre is looking for a Financial Administrator to support the essential functioning and success of the organization and its ability to serve the community. The Financial Administrator's work plays a central role in the financial and administrative functioning of the Amethyst collective and its members. The Financial Administrator plays a key role by, for example, maintaining the budget, administering payroll, reporting to funders, banking, liaising with insurance brokers, mitigating issues regarding employee benefits, and overseeing audits.

Amethyst is a modified feminist Collective and there is no hierarchical management structure. The Board of Directors is the employer and participates collaboratively with staff in management functions. The role of Financial Administrator exists within this collective environment and tasks include shared management responsibilities. There is a strong need to multi-task and work in an environment with competing priorities. This position is a central role in our small but mighty team and the successful candidate must be reliable, organized, and have demonstrated accounting experience.

WHAT YOU'LL DO

Financial and Budget administration and reporting:

- Coordinate and administer Amethyst's finances
- Remain informed on financial management policy, trends, and information
- Liaise with insurance brokers
- Use QuickBooks and Excel to oversee and coordinate Amethyst's budget
- Complete quarterly reports for the Ontario Health Teams – East (OHT)
- Prepare for and oversee yearly audits
- Prepare financial reports for the Board of Directors and Finance Committee
- Conduct banking



- Collaborate with staff and the Collective to establish budget priorities and keeps them informed of Amethyst's finances throughout the fiscal year

Human Resources and Building Maintenance:

- Complete payroll for the organization and all associated tasks
- Mitigate issues regarding employee benefits
- Manage the payments of professional fees and education/training for staff
- Prepare and oversee staff records of leave as it pertains to payroll and employee benefits
- Coordinate maintenance services and contracts for the building, office equipment, and IT

Participate in a strong, thriving collective and advance our core values (for all Amethyst employees):

- Grounded in an understanding of trauma-informed approaches to addiction and mental health in order to serve our unique community
- Strengthen the Collective by seeking creative approaches to issues and conflicts as they arise, respecting diverse perspectives and lived experiences
- Apply a consensus-based approach to decision making, employing active listening, compromise, feminist and anti-oppressive lens at all times
- Shares responsibility for Amethyst's objective to fully embody its values of anti-racism, anti-oppression, diversity, equity and inclusion at the organizational level

WHAT WE'RE LOOKING FOR IN A CANDIDATE

Amethyst is seeking an individual who can contribute to the diversity of Amethyst's team and its inclusive and anti-oppressive practices. The successful candidate will have demonstrated experience with accounting/finance, human resources, administration, and financial reporting.

SKILLS AND EXPERIENCE:

- Strong organizational skills and demonstrated experience in finance/accounting
- Relevant educational experience (e.g., Human Resources, Accounting)
- Experience managing organizational budgets and finances
- Ability to thrive in a self-directed and non-hierarchical environment
- Fluency in English (written and oral)
- Proven commitment to ongoing self-development in the principles of anti-racism, anti-oppression, diversity, equity and inclusion



- Proven ability with QuickBooks, Excel, and other data management systems
- Experience with Accounts Payable and Receivable management
- Knowledge of delivering employee benefit packages and employer responsibilities
- Relevant demonstrated experience with similar duties listed under “What You’ll Do”

WHY WORK FOR AMETHYST WOMEN’S ADDICTION CENTRE?

ABOUT US

Amethyst Women’s Addiction Centre, founded in 1979, is a day treatment program offering alternative addiction services to women-identified and/or gender diverse individuals in the Ottawa area. Our goal is to support folks’ empowerment in addressing challenges in their relationships with substance-use and gambling. This is supported by making direct links between substance use/gambling, gender-based violence/trauma, and the impacts of oppression.

We are a unionized non-profit organization operating as modified feminist collective to provide a range of services to our communities based on core values of anti-oppressive practice and client-centered care. Operating as a modified feminist collective allows Amethyst as a collective to stay grounded with the communities we work with and for, meaning the collective adapts and changes through the consensus model and based on community needs. Operating as a collective also allows for engagement with our core values from all levels of the collective’s functioning, operations and services.

Amethyst provides a variety of day-treatment services (including individual therapy, group therapy, workshops, and community engagement), health promotion services (community partnerships and engagement through workshops and events), community engagement, and public education. Since March of 2020, our work has temporarily transitioned to virtual service in order to observe Public Health Guidelines for the COVID-19 pandemic to protect our community and collective. We are currently working towards transitioning to a hybrid model of working both virtually and onsite moving forward.

WHAT WE OFFER

At Amethyst we are passionate about providing excellent service to our communities. We have been doing so as a Collective for over forty years. Our permanent employees are compensated on an equal basis at a rate of 5% of their bi-weekly gross income going to our pension plan which is matched by Amethyst. Our employees benefit from a generous benefits package and a commitment to overall health and wellness and work life balance that includes



generous annual leave as well as other (sick leave, family leave and mental health days leaves).

APPLICATION PROCESS

Amethyst welcomes and encourages applications from members of equity seeking groups including women, transgender, non-binary, and LGBTI individuals; First Nations, Metis, and Inuit individuals, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers and encourage applications from qualified candidates who have lived experience as a member of historically underrepresented communities.

We welcome candidates whose skills and experience are gained through any combination of formal work experience, informal or formal volunteer or unpaid work experience.

If you are looking to use your skills and knowledge to support, strengthen and grow our small organization and its impact we encourage you to apply.

Amethyst Women's Addiction Centre is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process.

Together with your resume (in English), please forward a 1-page cover letter (in English) that includes your responses to the following questions:

How do you relate to Amethyst Women's Addiction Centre's mission?

How would your skills and experiences (personal and professional) translate into success in this position?

What does working in a Collective mean to you?

We thank you for your interest. **We will accept applications until Monday, February 20th, 2023 at 9am.** Kindly note that only applicants selected for an interview will be contacted.

Submit applications to: hr@amethyst-ottawa.org with **Amethyst Financial Administrator Position** in the subject line.