

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Financial Administrator

The Housing Support Services Hub

Job Purpose

The Housing Support Services Hub is an inter-agency initiative intending to enhance the capacity of member agencies to increase their service users' housing stability. Working collaboratively within a web of community resources, the Housing Support Services Hub will provide Financial Administration Services to people requiring assistance in their everyday money management matters and Financial Literacy to those wanting to take control of their money move one step further to independence.

The Financial Administrator is responsible for providing money administration to clients requiring assistance with managing their finances. The Financial Administrator will also provide one-on-one financial literacy by teaching clients how to plan their spending and how to work their plan.

Duties and Responsibilities

- Provide Financial Administration to clients referred by web agencies to the HUB for trusteeship services.
- Liaise with the Alberta Asset Building Collaborative – Edmonton Chapter regarding Financial Literacy Training and events within the city of Edmonton.
- Coordinate collection of evaluative data on delivery of the Financial Administration Service through the Easy Trust Program, Efforts to Outcomes and narrative data.
- Maintain an adequate filing system by keeping documentation filed in a timely and logical manner;
- Promote teamwork to meet Agency goals, building positive relationships and supporting individuals equitably and fairly.
- Will provide a safe environment for clients coming into the office to obtain complete their business.

Qualifications

- Undergraduate degree in the field of Human Services or adult education
- Knowledge in accounting/finance is an asset, but not required
- Familiarity with complex issues that affect people living on a low-income

- Demonstrated capacity to work collaboratively with many organizations
- Training in financial literacy will be provided
- Strong Interpersonal skills
- Good organizational skills
- Ability to carry through with professional development
- Ability to identify and facilitate conflict resolution
- Knowledge of office equipment and computer software programs i.e., MS Word; MS Access; MS Publisher; Outlook
- Knowledge of Agency programs
- Adaptability regarding emergent priorities
- Self directed and motivated but clearly able to follow direction

Working Conditions

This position is a Full-time position 37.5 hours per week. This is a 1 (one) year contracted position.

Salary Scale

Starting: \$45,650.00 to \$57,818.00 plus benefits

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

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