



YWCA
TORONTO

NATIONAL ADVOCACY.
COMMUNITY ACTION.



YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women escape violence, move out of poverty and access safe, affordable housing. We work tenaciously to break down barriers that hold women back from achieving equality.

Internal and External Job Posting

Business Administrator (Contract Position)

YWCA Elm Centre

JOB ID: ELM0390

Employment Type:	Full-Time, Contract
Work Hours:	35 hours per week
Salary:	\$29.83 per hour
Location:	150 Elizabeth Street, Toronto, Ontario, M5G 0B1
Contract Start Date:	As soon as possible
Contract End Date:	February 25, 2022
Application Deadline:	Tuesday, June 29, 2021

JOIN OUR TEAM

YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as trans, intersex, non-binary, agender, and/or Two-Spirit. We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations.

The Business Administrator is responsible for assisting the Manager of Elm Housing Support Program and the Manager of Housing Support Program (Woodlawn, Housing Help and South Etobicoke), here after referred to as the Managers, with financial and administrative and IT support duties related to the smooth operation of Elm Centre.

ABOUT YWCA TORONTO – YWCA ELM CENTRE

YWCA Elm Centre includes 300 units of permanent housing for three different resident groups: 165 units of affordable rental units for women, 50 units for women and women-led families of Indigenous descent (including 10 women-led families fleeing violence) and 85 units for women who are experiencing significant mental health challenges or concurrent mental health/addictions disorders. The program will provide services to the entire residential community, with a dual focus on community building and individualized supports.

KEY RESPONSIBILITIES

- Assists the Managers in developing, preparing, analyzing and monitoring budgets;
- Prepares financial reports for a variety of funding applications;
- Maintains accurate records of revenue and expenses, and prepares invoices for payable and receivable accounts;
- Checks expense account submissions and timesheets from program staff for accuracy and forwards for approval;
- Provides administrative support to the Managers using advanced Excel;
- Assists in the development and implementation of evaluation tools aligned with both YWCA internal evaluator processes and funder specific requirements;

- Assists with the development, collection and analysis of reports using EMHware or other LHIN/MOH proposed client management database;
- Co-ordinates privacy guidelines and protocols for Elm, Woodlawn, Housing Help and South Etobicoke based on current legislation;
- Assists the Managers to ensure that administrative policies and practices are clearly communicated to the team and consistently followed;
- Undertakes special projects as assigned by the Managers including critiquing policies currently in effect and making suggestions for updates;
- Trains the Concierge staff at Elm Centre and assists in the recruitment of Relief Concierge staff in accordance with YWCA Hiring Policies.

QUALIFICATIONS

- In-depth knowledge of an academic discipline normally acquired through completion of an undergraduate degree (e.g. Accounting or Business Administration) **(Cases for Equivalency will be considered)**;
- 3 to 5 years directly related experience in managing and developing administrative and financial systems, providing leadership and administrative functions within a fast paced, high demand, social service setting;
- Supervisory experience in a social services or human services environment;
- Advanced computer skills in a Windows environment with strong knowledge of Accounting Software (e.g. GP Dynamics), Microsoft Office and Excel applications and working knowledge of Word;
- Ability to focus and concentrate on critical tasks to meet established deadlines;
- Uses good judgment and discretion in dealing with confidential information;
- Excellent interpersonal skills; demonstrated effective, respectful interactive skills with people who have experienced homelessness, mental health and addiction issues;
- Knowledgeable of mental health/addiction issues and the impact on client's presentation;
- Knowledge of Health and Safety requirements, Ontario Works and relevant legislation and regulations;
- Excellent oral and written communication skills and experience in Ministry of Health report writing;
- Demonstrated knowledge in preparing, monitoring and reconciling billings, cash and cash equivalent;
- Ability to monitor and present financial statements and present an analysis of financial issue;
- Experience working in a high demand, multi-service environment required;
- Ability to interact with a diverse community of women within mixed and supportive housing environments;
- Lived experience related to the effects of mental health and concurrent disorders an asset.

Note: Restriction on vacation for year end closing and a variety of annual reporting and funding application deadlines. Incumbent may be required to work some evenings and week-ends.

HOW TO APPLY

Please submit your cover letter and résumé to Danielle Nakouz, Manager of Elm Housing Support Program at elmhousingjobs@ywcatoronto.org. **Please quote JOB ID number ELM0390 and your name in the subject line.**

Please note: A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is not within the Bargaining Unit. For internal applicants, this position is not secondable.

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

Posting Date: June 18, 2021