



**Miriam Centre is a charitable organization.
The work of Miriam Centre is a Christian Ministry.**

**The first responsibility of all staff members is
to offer help to families according to their needs.**

JOB DESCRIPTION FOR AN ADMINISTRATIVE FINANCE OFFICER

The two main tasks:

DONATIONS

Using the DONATION software

- Receive donations, register names and amounts, issue receipts;
- Indicate when a donation does not require a receipt;
- Update mailing list;
- Send thank you letter with receipt.

ACCOUNTING SERVICES

Bank deposits

- Make deposits as deemed necessary;
- Enter all deposits in QuickBooks.

Banking reconciliation

- Each month reconcile the bank statements and credit card statement with the information in QuickBooks;
- The HST must be claimed twice a year, in January and July, after the accountant's financial statements (Andrews & Co.); Prepare financial reports for the Executive Director and Board Members.

Rent

- Pay the rent by the most efficient manner: post-dated checks, e-transfer or other.

Rebates

- Claim HST rebate from CRA twice a year in January and July –following financial statements (Andrews & Co.);
- Prepare City of Ottawa Charitable Tax Rebate in January and send before February 28.

Payroll

- Prepare employees' pay every 2 weeks and save pay stubs in computer;
- Calculate and send employee/employer deductions (Receiver General);
- Send previous year payroll report in January to Andrews & Co. for preparation of T4s. Forms must be distributed to employees before the end of February;
- Issue a Record of Employment when an employee leaves temporarily or permanently.

Petty Cash

- Maintain the authorized amount.

Pay bills and make necessary purchases

- Enter all withdrawals and payments in QuickBooks.

In January, prepare and submit to Andrews & Co. the documents for the financial statements.

OTHER COMMON STAFF TASKS

- Conduct confidential intake interviews with the mothers in need and their families;
- Provide families with emotional support and practical help;
- Answer the phone and greet incoming visitors according to their needs;
- Make appointments;
- Assign duties to volunteers as needed;
- Take part in fundraising and promotional activities according to possibility;
- Sort and organize material donations;
- Maintain the order and cleanliness of the facilities.