



CANADIAN CENTRE FOR VICTIMS OF TORTURE

May 23, 2019 **Job Posting**

Manager Finance and Administration- Full-time non-bargaining position.

Application Deadline: Friday, May 23rd to June 7th, 2019

The Canadian Centre for Victims of torture (CCVT) aids survivors of torture, war, genocide and crimes against humanity to overcome the lasting effects of torture and war. CCVT gives hope after the horror

Position Summary: The Manager, Finance & Administration is responsible for furthering (CCVT's) mission and principles by setting and meeting annual revenue targets, coordinating financial reporting/administration and overseeing overall operations of the organization. The Manager works closely and collaboratively with the CCVT's external accounting firm.

Responsibilities:

- Oversees management of the organization's general ledger and financial reporting and provides timely information to the External Bookkeeper.
- Coordinates the annual financial audit with the organization's external auditors.
- Oversees the general administration of the agency including Account Payable and Receivable, leases, contract administration, personnel records, insurance program, benefits program and Payroll.
- Monitors allocation of funds to programs and materials
- Maintains data base of donors, creates and prepares reports related to fundraising activities
- Participate in all annual fundraising activities, prepares receipts to donors
- Performs other administrative/management functions reception duties and as needed



Main 194 Jarvis St, 2nd Fl. Toronto, ON, Canada M5B 2B7 **T:** 416.363.1066 **F:** 416.363.2122 **E:** mabai@ccvt.org **Toll Free:** 1.877.292.2288
Scarborough 2401 Eglinton Ave. E. Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990 www.ccvt.org
The Hub 1527 Victoria Park Avenue 2nd Fl. Toronto, ON, Canada M1L 2T3 **T:** 416.750.9600 **F:** 647.847.2339

Accredited to the International Rehabilitation Council for Torture Victims



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Charity no:
133327908 RR001



CANADIAN CENTRE FOR VICTIMS OF TORTURE

Post Secondary Education in bookkeeping or three (3) years bookkeeping experience in a similar role in a unionized non-profit sector.

- Experience in account receivable and payable.
- Ability to analyze and monitor program budgets and actual expenditures,
- Excellent speaking and writing skills in English are required. The ability to speak another language is an asset,
- Computer literacy in Windows environment software required and experience with database applications an asset,
- Understanding of and commitment to working with an anti-racist and anti-oppression framework

Compensation: \$45,500 – 50,000 a Year + plus generous benefits package

Location: Toronto

How to apply: Please submit your covering letter and resume by June 7th, 2019 before 5:00pm. by email to:

Mulugeta Abai, Executive Director – mabai@ccvt.org

CCVT is committed to Employment Equity. Thank you to all applicants for applying. However, we regret to inform you only candidates selected for an interview will be contacted. **No telephone inquiries please.**

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