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Financial – Budget and Reporting

The Working Centre is a dynamic community based organization with projects that range from: employment supports and financial problem solving; an integrated response to homelessness and addictions including a community kitchen hub, medical and psychiatric supports, street and encampment outreach; a growing network of affordable and supportive housing and shelters; community enterprise projects including plant-based cafes, a bicycle recycling shop, a computer recycling shop, a housewares and furniture thrift store and a clothing shop.

The Working Centre has been developing a Living System organization with the capacity for creative responses. A Living System means that our practices and approaches have the openness to evolve, that cooperation, responsiveness, hospitality and diversity are key features. An important part of our Living System is the development of four key hubs (Work and Livelihood, St. John's Kitchen and Outreach, Housing and Shelter, and Community Tools and Enterprise), along with formalizing our internal groups that look after buildings, infrastructure, maintenance, accounting and IT in order to support projects to root, develop and grow. This transition supports the important complexity and diversity of The Working Centre.

We are currently hiring a number of new positions to help us strengthen and build our work moving forwards.

JOB SUMMARY

The Financial – Budget and Reporting role works with our accounting team to maintain our detailed budget summaries and reporting requirements. This role includes monthly updates and analysis of expenses, creating budgets for grants and developing projects, assisting with regular analysis on a project hub and organizational level, completing reports with accompanying backup for funders. This role sees both the small detail and the large picture. The disciplines of watching the pennies helps us to hold a frugal, thoughtful and adaptive approach. This activity is a key part of our problem-solving and responsiveness as an organization and requires an agility of mind. This role aims to align the rapidly changing work on the ground and integrate it into the budget framework in meaningful ways.

SUMMARY OF RESPONSIBILITIES

- Support the analysis and reflection on the web of projects that make up our \$20m+ budget with over 30 distinct projects, core infrastructure services, and 18+ properties.
- Maintain a whole-organization perspective on budgets, income and expenses, funding agreements and funder expectations, as reflected in our annual budget document.
- As an organization we see the budget as a living document as our funding opportunities change frequently throughout the year. This role helps us to build and create the budget that starts our

year, and then uses this template on a monthly and quarterly basis to track changes in expenditures, add new funding options, and update projections to year-end.

- Complete financial reporting for funders, including back-up documents as required
- Develop budgets for developing projects.
- Support the budget analysis of organizational leads and Hub Leads, reviewing revenue and expenses, adapting to the work on the ground, while also holding attention on the year-end projections for projects.
- Hold attention to frugality while also allowing the needs of the work on the ground to change and influence spending. The role reflects the work in the numbers, notes the changes and fluctuations, supports the analysis of these changes, and helps to reframe our overall lens accordingly, while also keeping an eye to the year-end position.
- Participate in the work of the ALERT (Accounting, Logistics, and Emergent Response Team) as a reflection of the agility and responsiveness of our organization as priorities emerge.

QUALITIES AND QUALIFICATIONS

- Excellent time management skills, with the ability to perform multiple tasks and meet deadlines while maintaining quality.
- Able to hold precise details, but not use this as control; allow the budget to change as projects emerge and shift on the ground.
- Hard worker who is willing to go the extra mile to meet people and project needs and stay calm under pressure
- Ability to use Excel at an advanced level; willingness to learn the systems and platforms that guide our work. We have a variety of complex systems that work together – we are looking for someone who will not try to simplify the complexity but who will see the way these systems have been developed to allow for our living systems model of work.
- At least 5 years experience working with complex finances and budgets.
- Ability to work well independently as well as to function effectively as a member of a diverse team
- Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
- Willingness to bring practical and focused skills to build structures and frameworks that strengthen cooperative organizational infrastructure.
- Willingness to learn with us about how to hold our living systems model and to see the ways that finances can strengthen this model without controlling the results.

COMPENSATION AND BENEFITS

We are looking for someone to join our team full time, working Mondays to Fridays from 9am-5pm.

The Working Centre has always held an equal salary policy across the organization, reducing comparisons and hierarchy. Our leadership has always accepted less money in respect of this ethic. This position is created with this spirit, while also inviting an agile financial mind to foster both the beauty of the work and the systems and commitments that increasingly challenge the work. This position starts near the top of our salary policy, \$70,500 annually, recognizing the unique needs of this position. We offer a full benefits package that starts after 3 months of full time work.

APPLICATION PROCESS

The Working Centre is a dynamic and highly responsive organization. Co-workers come from all walks of life, a variety of cultural backgrounds, and an eclectic mix of age groups. We are constantly learning and are challenged in our work. Our work is flexible, anchored in key ethical principles, always balancing needs of funders as we work hard to serve growing numbers of people. The work environment is meaningful, respectful and we do good work together.

This work is more than a job – it is about committed community work in a collaborative environment. If you think that this role would make you excited to come to work every day, we'd like to hear from you.

Email your application to working@theworkingcentre.org and include:

- A cover letter explaining your interest in this position, our organization and how your experience and skill would be a good fit.
- Your resume