



## Full time Office Coordinator & Bookkeeper - SORCe

**Closing Date: Until Filled**

**\*\*This position is employed by Distress Centre but works out of SORCe\*\***

### About SORCe

The Safe Communities Opportunity and Resource Centre, or SORCe, is multi-agency collaborative that connects people experiencing or at risk homelessness and/or those with complex barriers such as mental or physical vulnerabilities, or socio-economic need, to programs and services that can help to address their needs. As a partner in the SORCe collaborative, Distress Centre Calgary operates the CAA Housing Strategist program, 211 Information & Referrals program, and Financial Empowerment program at SORCe. In addition, Distress Centre Calgary coordinates the SORCe Client Engagement Specialist role.

### About Distress Centre Calgary

Distress Centre Calgary provides Calgary and area with 24-hour crisis support. We do this through our 24/7 crisis and 211 information and referral phone lines and email. We also provide daily chat and text support (for youth) and professional counselling. All of our services are free and because we do not define crisis anyone can contact us day or night about anything.

We support all social issues – homelessness, poverty, depression, mental illness, bullying, addiction, PTSD, domestic violence, abuse, etc.

### About the role:

Performs general office coordinator duties and supports book-keeping and reporting for this off-site team in alignment with Distress Centre practices and processes. Developing and maintaining good relationships when working with staff, vendors and community partners.

### What you would be doing:

#### General Office Duties

- Management of the SORCe admin e-mail inbox for professional enquiries
- Collects, sorts, and distributes office mail on a daily basis, coordinates office courier and mail services as required
- Maintains, updates and distributes general office documents (contact lists, phone lists)
- Orders and maintains appropriate levels of office supplies (stationery, kitchen, first-aid supplies, etc.)
- Support planning needs for staff meetings, social events and other organization related functions
- Contributes to maintaining clean and safe work environment
- Coordinator Duties Manage Rogers wireless account and Shaw internet account including staff re-assignment of phone numbers as necessary and connecting with business account specialist as required
- Provide feedback and information to staff to improve productivity
- Vendor management including purchase requests, payment management, shipping/delivery, assisting with supplies and deliveries
- Supporting technology management such as tech support issues and Zoom account
- Assists with office management & projects
- Assists with administrative tasks (updating manuals, processes, procedures, onboarding documentation etc.) as required for Distress Centre and SORCe partner agencies



- Responsible for data entry of Client Flex Funds and Basic Needs Funds requests and reports
- Acts as the administrator for Housing payments to landlords and ID program support payments

**Bookkeeping and Reporting** Perform all aspects of day-to-day accounting processes including but not limited to: A/P, A/R, payroll, bank deposit, and accounts reconciliations

- Process and pay all invoices in a timely manner through cheque printing or credit card payments
- Receive and deposit all organizational revenue
- Prepare Journal Entries for prepaid expenses, deferred revenue, and payroll accounts
- Report to the Director of Finance the revenue and deferred revenue on a monthly basis
- Prepare the grant-specific financial reports on a quarterly basis
- Coordinate with outside CPA and auditors in preparation of interim audit and year-end audit
- Support the Director of Finance in development and analysis of annual organization budget
- Maintain both accounting policies and systems of internal controls to ensure the integrity of all financial systems
- Perform ad hoc accounting tasks

**Coordinator Duties-HR**

- Assist with the set-up of Interview process
- Support the smooth onboarding of new staff
- Assist with staff development fund on expense sheet
- Assist with CPR/First Aids and other applicable training set-up
- Involvement in the Health and Safety Committee and other applicable committees
- Assist with mailing out of mandatory health card and other applicable card for SORCe staff

**The duties and responsibilities outlined above are representative but not all inclusive. Other related duties may be required.**

**What you bring:**

- General administrative and computer skills, advanced skills with Microsoft Office, proficiency with financial tracking/reporting and related diploma
- Excellent customer service and interpersonal skills
- Strong verbal and written communication skills
- Ability to multi-task and prioritize bookkeeping experience in Sage 300 or QuickBooks a must
- 3 years administration and bookkeeping experience in nonprofit organizations (5 years preferred)
- Strong organizational, problem-solving, and analytical skills: able to manage workflow and deadlines
- Background in working in a diverse, fast-paced environment is an asset

**Lines of Communication/Accountability**

Reports to the Director of Programs, SORCe

**What we offer:**

- Opportunity to be part of a team committed to social impact
- A diverse workplace and great working environment, including the opportunity to participate in wellness activities
- Ongoing training and skills development, including a staff development fund
- Benefits, matched RRSP plan & competitive salary
- Generous vacation package



### Special Working Conditions

- General work hours are Monday to Friday from 8:30 am - 4:30 pm with a one-hour unpaid lunch break
- The SORCe is a walk-in frontline service centre and while not a frontline role, the ability to work onsite is a requirement

**As a condition of employment, the successful candidate will be required to be fully vaccinated against COVID-19 and provide proof of their vaccination status in accordance with Distress Centre Calgary COVID-19 Immunization and Safety policy, unless accommodated based on a medical condition or other protected ground defined under the Alberta Human Rights Act.**

**This position will remain open until a suitable candidate is found. We thank all applicants for their interest, however, only those selected for an interview will be contacted.**

To apply for this position, please send resume and cover letter by email to [hr@distresscentre.com](mailto:hr@distresscentre.com) and reference the job title in the subject line.