



Financial Administrator - Financial Management Hub

Are you passionate about financial literacy, empowering individuals and enjoy working as part of a team in the Edmonton Inner City that supports people in achieving their own financial goals? Do you identify as being collaborative, a problem-solver and have a strong attention to detail? e4c is looking for a Financial Administrator that engages with persons served on how to plan their spending and how to work their own individual budget plan!

The Financial Administrator is an essential part of the Financial Management Hub (Hub) team that enhances the capacity of individuals and families who may be experiencing complex issues related to housing and financial issues. Through referrals by the Housing First agency and Alberta Health Services, the Financial Administrator will utilize person centered approaches and facilitate positive relationship building to empower individuals in achieving their own financial goals!

Hours: Full-time: Monday to Friday: 37.5 hours per week.

Why Join Our Team

- Empower individuals through meaningful opportunities and positively impact those we serve.
- In-house training opportunities and supervisory sessions to build professional knowledge and skills.
- Full-time position includes: health, dental, sick days, matching RRSP contributions, an employee assistance program, and other work related benefits.
- Connect with a variety of stakeholders – team members, Hub users, general public and community members to build and model positive community relations.

In Your Role You Will

- Schedule intake meetings with persons served and referral agents to complete necessary documents required for service at HUB.
- Negotiate with collection agencies and other creditors on behalf of the persons served and ensure the individual is receiving all the benefits they are entitled to.
- Support persons served with crisis intervention and provide consultation in regards to spending plans or community resources to maintain stability.
- Monitor bank accounts daily for accuracy and availability of funds needed for the necessities of life for the persons served, such as rent, utilities, food, bus passes etc.
- Transfer funds from trust accounts to client's personal accounts or deposit the funds into client's personal accounts at other banks by making regular trips to the bank to complete banking transactions.
- Complete data entry and prepare internal reports using Easy Trust Billing (ETB) and Efforts to Outcomes (ETO) systems.
- Reconcile bank accounts with data in Easy Trust Billing database.
- Encourage and assist persons served to participate in financial literacy workshops.
- Facilitate positive relationship building with internal team members, persons served, community members and partner agencies.

Education and Certifications Required

- Degree/diploma in Human Services, Business Administration, Adult Education or related discipline.
- Police Information Check with Vulnerable Sector Check.
- Certifications: Standard First Aid and CPR, De-escalation and Crisis Intervention Training.
- Use of own reliable vehicle (Current: Vehicle Insurance (Proof of \$2 million dollar liability), Vehicle Registration, and Driver's Abstract).



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Recommended

- Intervention Record Check
- FOIP

Experience

- Familiarity working with people experiencing complex needs related to mental health, addictions and other social issues.
- Knowledge of office equipment and computer software programs i.e., MS Word; MS Excel and MS Outlook
- Knowledge and use of Easy Trust Billing and Efforts to Outcome software is an asset.
- Knowledge and experience with community programs and resources related to financial literacy is an asset.

Competencies

- **Relationship Building:** Able to build formal and informal relationships. Models and fosters respect and reciprocity with people served in the program, team members, other e4c personnel, external service providers and community members through a non-judgmental and client centred approach.
- **Communication:** Comfortable communicating formally, informally, in groups and one-on-one. Able to actively listen and build on-going support with Hub users. Demonstrates verbal and written communication to a variety of stakeholders and community members.
- **Teamwork:** Work collaboratively and effectively with staff, colleagues, Hub users and stakeholders to achieve collective results; people oriented.
- **Thoroughness:** ability to organize and track work for multiple persons served at a time; pathfinding; sense of urgency and timeliness in solving problems; verifying accuracy of own work and others' work.
- **Service Orientation:** ability to understand Hub users' needs and ensure users feel safe and welcomed during their time at the Hub.
- **Flexibility:** Able to manage multiple projects and deadlines; strong organizational skills with the ability to multi-task and prioritize multiple priorities.
- **Professional** - High level of integrity, ethics, boundaries and professionalism; must be able to handle all confidential information with discretion and sensitivity.

Apply

When applying, please submit a thoughtful Cover Letter and Resume outlining your interest and experience:

- Email: careers@e4calberta.org
- Website: www.e4calberta.org

At e4c diversity is our strength. We embrace diversity and offer equal opportunities to all qualified applicants. We welcome your application regardless of origin, culture, ethnicity, age, ability, gender identity or faith.

Thank you to all those apply. Only those short-listed will be contacted for an interview.