



CITIZENS *for* PUBLIC JUSTICE

## Employment Opportunity with CPJ in Ottawa

***Application Deadline: 4pm, Friday April 23, 2010***

# ***Coordinator, Finance and Administration***

Citizens for Public Justice (CPJ), is a national organization of citizens inspired by faith to act for justice in Canadian public policy. We are currently seeking a Coordinator, Finance and Administration, to begin in May 2010.

CPJ's mission is to promote *public justice* in Canada by shaping key public policy debates through research and analysis, publishing and public dialogue. CPJ encourages citizens, leaders in society, and governments to support policies and practices which reflect God's call for love, justice and stewardship.

In 2007, after almost 45 years of service, CPJ moved to Ottawa and expanded our effort and impact.

If you have a passion for public justice, as well as relevant experience and education, we would look forward to your application for this position.

***Please see the next pages for the job description and application process.***

The CJL Foundation  
operating as CPJ.

Charitable registration  
89438 3512 RR0001

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## **COORDINATOR, FINANCE AND ADMINISTRATION**

### **4/5 time, located in Ottawa**

#### **Overview**

The Coordinator, Finance and Administration will manage the financial reporting and administrative affairs of Citizens for Public Justice (CPJ) and assist in the development and implementation of financial development strategies. This is a leadership position with responsibility and authority to implement plans in his/her area of responsibility, reporting regularly to the Executive Director and preparing reports for Board Committees. The Coordinator, Finance and Administration requires the ability to effectively undertake in-office responsibilities and to work effectively and cooperatively with staff in several settings.

#### **Key Responsibilities:**

- Maintain financial operations of the organization in an effective, up-to-date and accurate manner,
- Direct, monitor and evaluate all financial and administrative affairs,
- Ensure accurate income data entry, receipting, and reporting by the Development and Communications Specialist,
- Manage CPJ's annual budget process, ensuring appropriate allocations of resources to program, administrative and fundraising work to support the mission of the organization,
- Prepare monthly reports and act as secretary to the Finance Committee; assist as requested for meetings of the Financial Development committee and Board,
- Participate in general CPJ staff duties, appropriate committees and other meetings.

#### ***Direct CPJ's financial affairs, including:***

- Facilitate development of the annual budget with the Executive Director, in accordance with planned priorities and in consultation with staff; present to Finance Committee for approval,
- Provide direction to contract Bookkeeper; coordinate payroll, payables and related approvals of expenses; review cash flow regularly and maintain good information flow to the Executive Director and Fundraising Team,
- Prepare financial statements monthly for the Finance Committee and Board, including commentary on progress of plans and priorities for the year and issues of concern (e.g. cash flow); pro-actively address financial issues and concerns on an on-going basis,
- Prepare for and supervise the annual audit,
- Prepare financial section of annual report to members, including relevant commentary in consultation with the Treasurer,
- Prepare annual charitable information return (T3010),
- Manage cash surplus and/or loans related to cash flow needs: including annual application for institutional loan for cash flow; contact with, and paper work for, member loans,
- Assist Executive Director to maintain relations with lenders, providing relevant reporting,
- Manage banking arrangements, including updating of Directors and signing authorities.

#### ***Direct CPJ's administrative and operational affairs including:***

- Assist the Executive Director to prepare all employee contracts,
- Manage employee benefits program, timesheets, and adherence to personnel policy; recommend changes to Executive Director and Personnel Policy Review Taskforce when needed

- Prepare funding proposals for summer students,
- Assist in hiring of administrative staff,
- Develop and manage administrative volunteer program for the office,
- Arrange logistics for public meetings and meetings of the Board,
- Manage leases, insurance contracts, etc.; negotiate new arrangements as needed,
- Prepare government forms and reports,
- Ensure office needs (purchase, maintenance, cleaning) are met.

***Assist in development and implementation of financial development strategy***

- Participate in the development, implementation, monitoring, and reporting of financial development strategies,
- Assist Membership and Development Officer to develop and maintain calendar for annual mailings (financial appeals, *Catalyst*, funding appeals, etc) in consultation with Fundraising team and other senior staff. Coordinate mailings process with printer, mailing house, etc.
- Provide data, as needed, to the Membership and Development Officer for the development of donor campaigns and assist in the identification of prospects for new revenue,
- Assist in preparation of donor appeals and communications and in preparation and issuance of receipts and thank-you letters for donations,
- Assist the Executive Director and Membership and Development Officer with the preparation of proposals and packages for foundations and other grantors to support specific program work. Specifically, prepare budget documentation for such proposals.

**Place within CPJ's Team**

- Responsible to the Executive Director,
- Works closely with other senior leadership, the Development and Communications Specialist, contract bookkeeper, the Membership and Development Officer, and any related administrative or financial development volunteers.

**Terms**

- Start date: May 2010,
- 4/5 time, with flexibility to suit a family schedule of a full work week and longer summer time off, if desired,
- Annual salary in the \$45-50,000 range, pro-rated to 4/5 time,
- Benefits package included,
- Please submit application to the attention of Joe Gunn by email at [jobs@cpj.ca](mailto:jobs@cpj.ca),
- Please submit application by 4 pm, Friday April 23.