



**peers**

VICTORIA RESOURCES SOCIETY

## **Financial Manager (Contract Position)**

Peers Victoria is a multi-service grassroots agency that has been working with and for Victoria sex workers for over 20 years. Through direct service delivery and partnerships, Peers provides an array of outreach, harm reduction, and wellness support services. We maintain a welcoming and accessible service environment that promotes the empowerment of current and former sex workers.

Reporting to the Executive Director, the Financial Manager will provide payroll, finance, and accounting services to support Peers Victoria Resources Society. These duties include being responsible for day-to-day financial operations (such as payroll, invoices, expenses), as well as budget preparation and monitoring, report writing, and the annual review and audit of Peers Victoria's financial state.

### **Specific duties for this position include:**

- Perform and maintain day-to-day financial operations;
- Provide payroll services;
- Perform financial filing for annual review and audits;
- Work with staff to manage expense payments;
- Prepare monthly financial reports;
- Complete and submit financial reports to funders;
- Oversee security of financial efforts; and
- Work with executive director to ensure the organization adheres to program budgets.

### **Skills/Qualities:**

- 3+ years of experience providing financial services in the non-profit sector.
- Certified General Accountant status;
- Ability to use office management software including outlook, excel, and word for the purpose of program record management and basic document creation;
- Approachable, non-judgmental, empathic, and calm in conflict or crisis;
- Knowledge of sex positive safer sex and substance use harm reduction models;
- Strong interpersonal skills and collaborative, team oriented, ethical service approach
- Strong organizational and time-management skills;
- Commitment to applying social justice principles to health and social care;
- Knowledge of diversity of local sex industry and ability to connect with target population; and
- Commitment to ethical service delivery including, but not limited to: maintaining confidentiality, and addressing conflict of interest & conflict resolution.



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**Job details:**

- Pay is \$32-50 depending on experience
- Contracted position
- Pay based on experience and credentials
- 10 hours per position
- Vulnerable Sector Criminal Record Check required.

If you are interested in this employment opportunity, please submit a resume and a covering letter that summarizes your relevant experience and skills to [peershiring@gmail.com](mailto:peershiring@gmail.com). The position will remain open until filled but applications will begin to be reviewed on January 3<sup>rd</sup>, 2022.

Applications from individuals with direct experience in any aspect of the sex industry are especially welcome. We also encourage applications from, but not limited to, indigenous persons, persons of colour, and persons representing diverse genders, sexualities, and abilities.