



## **Employment Opportunity – PEI Alliance for Mental Well-Being**

**Position:** Finance & Enterprise Assistant

**Reports to:** Manager, Finance and Administration

**Main Office Location:** Charlottetown, PE

**Term:** Full-time position

**Hours:** 37.5 hours per week - May include occasional evening/weekend work

**Compensation:** Salary range, dependent on experience \$51,000 – \$56,547 (\$26.16 – 29.05 per hour), plus a comprehensive benefits package

**Deadline to Apply:** By 4 p.m. on Wednesday, April 16, 2025

### **About Us**

Launched in 2021 as a response to community-informed recommendations, the PEI Alliance for Mental Well-Being (The Alliance) is an independent, incorporated non-profit with a province-wide focus. We are committed to supporting and empowering our community partners across PEI in their prevention-focused and evidence-based work to enhance mental well-being. Our mission is to collectively create a future where everyone on the Island can achieve and maintain the best possible mental well-being throughout their life. To achieve our mission, we are committed to:

- providing relevant learning and development opportunities
- incorporating the latest research into our practices and sharing knowledge with our community
- creating opportunities for deep connection and collaboration
- encouraging innovation and change
- providing capacity support
- advocating on behalf of our courageous community partners

### **About the Position**

The PEI Alliance for Mental Well-Being is dedicated to fostering positive mental well-being across Prince Edward Island through innovative programs, partnerships, and community engagement. We are seeking a Finance & Enterprise Assistant to help to ensure the smooth financial and operational management of our organization, including bookkeeping and social enterprise business management.

The Finance & Enterprise Assistant is responsible for maintaining financial records, overseeing bookkeeping functions, managing payroll, and supporting the financial sustainability of our social enterprise initiatives. This role ensures that all financial processes are accurate, efficient, and compliant with relevant regulations.



## **Main Responsibilities**

### **Bookkeeping & Financial Management:**

- Manage accounts payable and receivable, ensuring timely processing of invoices and payments.
- Administer payroll, including employee deductions, benefits, and remittances.
- Maintain accurate financial records using QuickBooks, ensuring proper data entry and reconciliation.
- Prepare and manage bank deposits, reconciliations, and financial reporting.
- Manage equipment inventory.
- Assist with employee onboarding, exiting and annual declarations.
- Maintain and monitor external supplier contracts, subscriptions and licenses.
- Assist in budget preparation and financial forecasting.
- Monitor cash flow and provide regular financial updates to leadership.
- Ensure compliance with financial regulations, tax filings, and audits.

### **Social Enterprise Business Management:**

- Support the operational and financial aspects of social enterprise initiatives.
- Assist with developing and tracking key performance indicators (KPIs) for social enterprise projects.
- Assist in identifying and implementing strategies for revenue generation and sustainability.
- Collaborate with management to align financial goals with organizational objectives.
- Maintain financial records specific to social enterprise operations, ensuring profitability and compliance.

### **Other Responsibilities**

- Manage office supplies inventory
- Other duties as required

### **You're a great fit for this role if...**

You have:

- Diploma or degree in accounting, finance, business administration, or a related field.
- Strong attention to detail and organizational skills.
- Basic understanding of social enterprise models and business management.
- Excellent problem-solving abilities and ability to work independently.
- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
- Experience in bookkeeping, payroll, or financial administration is an asset.
- Experience in QuickBooks is an asset.



# Alliance

*for Mental Well-Being*

## **What We Offer**

- The Alliance is a hybrid work environment, and we embrace a flexible work plan to support our team. In addition to a competitive salary and a rewarding career where you can truly make a difference, we offer a comprehensive benefits package that meets the needs of our diverse employees, including paid vacation, sick leave and personal days; health and dental benefits; employee and family assistance plan, and RRSP matching.

## **How to Apply**

- Please submit a cover letter and resume/CV to [jobs@afmwb.com](mailto:jobs@afmwb.com) with the subject line: **Finance & Enterprise Assistant.**
- The Alliance believes that a strong commitment to diversity and inclusion enables us to truly have a positive impact on the well-being of everyone. We strongly encourage applications from Indigenous peoples, racialized people, people living with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.
- We appreciate your interest and thank you for your consideration; however, only applicants selected for an interview will be contacted.