



Job Title: Finance and Administration Coordinator (Part-Time)

Organization: The Calgary Catholic Education Foundation (CCEF)

Location: Calgary, AB (On-Site)

Hours: Up to 30 hours per month

About The CCEF:

The Calgary Catholic Education Foundation (CCEF) is a charitable organization dedicated to enhancing educational experiences for students in the Calgary Catholic School District. We provide financial support for programs and initiatives that align with our mission of advancing publicly funded Catholic education. As a faith-driven organization, we seek team members who uphold Catholic values and work with integrity and dedication.

Position Summary:

The Finance and Administration Coordinator is a key support role responsible for financial administration, donor database management, and general operational support. This position requires strong attention to detail, financial proficiency and QuickBooks. Experience with Blackbaud Raiser's Edge NXT (RENXT) would be considered an asset. Reporting to the Executive Director, the coordinator will ensure that financial transactions, donor records, and administrative functions run smoothly and efficiently.

Key Responsibilities:

Financial Administration:

- Process accounts payable and receivable, ensuring timely and accurate payment of invoices and timely collection of receivables.
- Perform a monthly bank reconciliation and provide financial information to the Executive Director on a monthly basis.
- Prepare documents for the annual audit by the external auditor and support compliance with financial regulations and reporting requirements (CRA, AGLC).
- Preparation of financial reports/statements and budgets – monthly, quarterly and at year end.
- Support grant disbursement and reporting requirements.

Donor Database Management:

- Maintain and update donor records in Blackbaud RENXT/Raiser's Edge.
- Process donations and issue tax receipts in accordance with CRA guidelines.
- Generate reports and donor analytics to support fundraising efforts.

Administrative Support:

- Manage general office administration, including filing, document management, and correspondence.
- Assist in coordinating events, fundraising campaigns, and initiatives.

Qualifications & Experience:

- Minimum 3 years of experience in financial administration, bookkeeping, or a similar role, preferably in a non-profit or charitable organization. Proficiency in QuickBooks is required.
- A bachelor's degree in finance, accounting, or business administration is required.
- A professional accounting designation – Chartered Professional Accountant (CPA) is preferred.
- Must have charitable tax receipting experience.
- AGLC licensing experience preferred but not required.
- Blackbaud RENXT/Raiser's Edge experience preferred, but training provided.
- Strong knowledge of financial management, accounting principles, and CRA regulations for charities.
- Experience preparing documents for external audits.
- Excellent attention to detail, organizational, and problem-solving skills.
- Ability to work independently and manage multiple tasks efficiently.
- Strong communication skills and ability to uphold and promote Catholic values in the workplace.

Working Conditions:

- This position is fully on-site at our Calgary office.
- Ability to work within a faith-based organization, demonstrating alignment with Catholic values.

How to Apply:

Interested candidates should submit a resume and cover letter outlining their experience and alignment with the role's requirements to Janet Lymer at janet.lymer@theccef.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

This role offers an opportunity to contribute meaningfully to Catholic education while maintaining a flexible, part-time schedule. If you are passionate about faith-based education and possess the necessary skills, we encourage you to apply!