



Nelson House of Ottawa Carleton

Short-term contract position- Business Analyst

About Nelson House

Nelson House is a 15-bed shelter for women and children fleeing violence. Women stay at Nelson House on average for 3 months. We provide food, clothing, baby supplies, shelter, crisis counselling, programming, transitional support, and children's programs. We operate 24 hours a day every day of the week.

Expectation

The COVID pandemic has meant we, as a business, have had to pivot operations. Staff are working hybrid shifts, and stepping into operations to support programs, in ways they have not been called on to support in the past.

We're operating differently as well, in fact, we've completely changed the way we provide service and support staff while our shelter has remained open 24/7. With approximately up to 60-70% of staff working from home during regular business hours, when covid protocols require limiting onsite presence, coupled with an alarming increase in the need for services for women and children fleeing violence, Nelson House has had to reinvent every aspect of our operations. From staff recruitment, development, and support; to meeting/planning virtually and developing shared workspaces; engaging volunteers, board, and residents; moving our transitional program to support women and their families remotely; advocacy, stakeholder relations, and fundraising we have changed the way we work, support, grow and meet our mission daily.

The Business analyst will:

Work on-site at Nelson House and from a best practice, risk reduction and efficiency lens, conduct an in-depth review of operational processes, procedures, and policies (specifically financial and administrative tools). Revisit existing policies and tools, streamline procedures, create efficiencies and/or make recommendations that improve operations, support staff and strengthen Board oversight.

Specific actions and deliverables:

- Become familiar with the current financial position and prior year-end financials to understand Nelson House's revenue and expense streams; determine trends and make recommendations (SWOT)

P.O.Box 5381, Merivale Depot, Ottawa, Ontario K2C 3J1

Business Line: 613-225-0533 Crisis Line: 613-225-3129 Fax Line: 613-225-4578E-mail:



- Support fundraising/donor relations development (birds-eye review) and make recommendations (donor tracking, receipts)
- Review: the annual budget, revenue, and expenses, as well as expense allocation and make recommendations to streamline the process
- Review variance report, cash flow, and other Board reports and propose changes or create templates for staff to develop variance reports, dashboard reporting, and forecasting or projections
- Review payroll needs and against current services, suggest efficiencies and propose options
- Create/update organizational procedures (e.g., petty cash, cash/donation handling, mileage submission)
- Collective Agreement
 - o become familiar with reporting requirements, processes and procedures and make recommendations for efficiencies
 - o Review back-pay requirements and develop step by step plan to calculate back pay
- Review legal risk and compliance from Charities perspective with regard to current requirements

Skills required- preferably in the not-for-profit sector

IIBA certification or similar
Demonstrated bookkeeping/accounting/finance experience
Excellent communication skill
Exceptional problem solving
Project management
Financial analysis
Proven Policies and Procedure analysis and development

Contact Christy Savage
Nelson House Executive Director
Executive.director@nelsonhouse.on.ca

Posting will remain open until September 24th, 2022