



**Kerr Street Mission**  
Oakville's Mission of Hope

## **KERR STREET MISSION (“KSM”)**

Kerr Street Mission (KSM) is a Christian charity dedicated to helping the community of Oakville care for low-income and at-risk families and youth, by coming alongside families in distress and helping them get to a healthier, more sustainable situation and by developing youth so they do not end up in poverty.

KSM facilitates the communities' *response* to the needs of families and individuals in distress and creates opportunity for God's love and compassion to be shared in practical and tangible ways.

KSM serves low-income and at-risk families and their children.

Our faith in Jesus Christ, and the love and compassion we have received from Him motivates us to have love and compassion for others. We believe every person is created in the image of God and is loved and valued by Him. We serve people of all faiths without discriminating, proselytizing or condition.

**Position Title:** Finance Administrator

**Type:** Part Time, Permanent

**Rate:** \$22.00 - \$24.00

**Hours:** 25 - 37.5 Hours Per Week

**Start Date:** Immediate

**Position Summary:** Reporting to the Controller, this role is responsible for the accurate processing, recording, and reconciliation of donations and program payments, ensuring data integrity within the donor database and financial systems. This position supports day-to-day fundraising and finance operations by preparing reports, assisting with bank deposits, issuing tax receipts, and coordinating with internal teams to resolve donation-related inquiries. The role also contributes to continuous process improvement and supports system transitions.

### **Key Responsibilities:**

- Receive, sort, and record donations, including cash, cheques, credit cards, gift cards, gifts-in-kind, online donations, CanadaHelps donations, stock donations, and e-transfers.
- Receive, sort, and record all program-related payments.
- Print, organize, and file daily disbursement reports to support bank reconciliations.



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- Coordinate with the Fundraising team and Front Desk to resolve and troubleshoot donation-related issues.
- Prepare and issue year-end tax receipts and tax receipts upon special request.
- Maintain accurate and up-to-date donor records in the donor database.
- Support the preparation of bank deposits.
- Contribute to process improvements within assigned areas of responsibility.
- Support the transition to Raiser's Edge NXT (RE NXT) within areas of responsibility.
- Support the Finance team in maintaining and securely managing physical records in accordance with retention requirements.
- Provide coverage and support for other ad hoc tasks as required.
- Participate in staff, team, and departmental meetings.

### Qualifications:

- Relevant post-secondary education or equivalent administrative/finance experience
- 1–3 years of experience in finance, donations processing, or nonprofit administration
- Experience with donor databases (Blackbaud / Raiser's Edge NXT an asset)
- Strong attention to detail and accurate data entry skills
- Experience handling cash, cheques, electronic payments, and deposits
- Knowledge of charitable receipting and CRA requirements is an asset
- Proficiency in Microsoft Office, especially Excel
- Strong organizational and communication skills
- Ability to handle confidential information with integrity
- Willingness to work within a faith-based team environment

**Only applicants selected for interviews will be contacted. Early applications are encouraged, as submissions will be reviewed as they are received.**

Interested candidates should submit a resume and cover letter by May 22, 2026 to [humanresources@kerrstreet.com](mailto:humanresources@kerrstreet.com).

A successful vulnerable sector police background check is a requirement and a pre-requisite along with a minimum of two references. All employees must comply with the Mission, Vision and Core Values of Kerr Street Mission.

*Kerr Street Mission is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. We offer an environment that will support you in reaching your potential. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in their cover letter when they apply.*