



RJHO seeks a new volunteer director/treasurer

Restorative Justice Housing Ontario (RJHO) provides safe, affordable transitional housing with support for formerly incarcerated individuals to reintegrate into the community.

RJHO is strongly committed to support residents in a non-judgemental and empowering way to enhance their capacity to live outside an institutional environment. We are seeking a highly experienced individual with a strong financial background.

The Director/Treasurer position will involve the following:

- Supervise ongoing accounting and preparation of financial statements.
- Participate in Executive and Board meetings and discussions.
- Appropriate stewardship of RJHO assets.
- Liaise with Auditor as to the delivery of audited financial statements.
- Oversee preparation and distribution of income tax receipts.
- Oversee preparation and distribution of T4s and any other employment records.
- Be responsible for preparation and submission of annual CRA return.
- Provide simple monthly reports to the Board updating cash balances and reporting any unusual disbursements or receipts.
- Coordinate and prepare an annual budget for approval by the Board.
- Ensure arrangements for prompt payment of expenses and collection of rent receipts
- Manage the cash holdings so as to maximize investment income.

The majority of these tasks will be completed to a substantial extent by a capable part-time staff person with very good digital skills. The Treasurer will provide oversight and direction as required.

The preferred candidate will demonstrate the following:

- Leadership ability, preferably with exposure to the not-for-profit sector.
- In depth knowledge of one or more of the related fields: restorative justice, affordable housing, mental health, substance use, and criminal justice.
- Demonstrated strong collaboration skills in operational planning.
- Experience in financial development, planning, and oversight.
- Education and experience as a qualified accountant.
- Strong interpersonal skills and ability to work with a wide range of individuals and personalities.
- Familiarity with financial, fundraising and data management systems.

RJHO welcomes a wide range of skilled individuals from different walks of life and in particular seeks to engage people from under-represented groups such as Black, Indigenous, new Canadians and LGBTQ2S+.

Application process

Submit your cover letter and resume to info@rjho.ca until Monday March 31, end of day.