



Job Posting

Position Title: Executive Assistant/Bookkeeper

Type of Employment: Full Time/Permanent

Reporting To: Executive Director

Purpose of the Position:

The Executive Assistant will provide administrative support to the executive director and will perform accounting duties.

Duties and Responsibilities:

Administrative:

- Provide administrative support including filing, facilitation of incoming and outgoing correspondences, note-taking, letter-writing, document creation, human resource-related duties
- Supervise front desk and maintenance staff members
- Collect reports from coordinator/managers/staff members
- Assist with preparation of materials needed by the Board of Directors
- Take minutes of the meeting during staff meetings
- Schedule staff meetings with executive director regarding their performance evaluations
- Serves as an employer representative for Workplace Safety and Health
- Responsible for Fire Inspection Data
- Manages alarm codes, issuance of keys and setting up emails to new staff members
- Orders program/office supplies
- Point of contact for IT needs
- Point of contact for building maintenance needs
- Maintains and monitors website and social media accounts
- Perform other duties as assigned

Finance/Accounting:

- Perform bookkeeper functions
- Assist in preparing financial reports for Funders, Board of Directors, and other benefactors

- Assist in creating budgets and cashflows
- Process all incoming payables, ensuring all bills are paid on time, including source deductions
- Process payroll and produce ROE
- Track vacation, sick time, and banked time
- Reconcile Balance Sheet Items
- Pensions and Group Insurance administration
- Issue any invoices to customers
- Produce rental invoices monthly for rental properties in building
- Ensure that all receivables are collected promptly
- Make bank deposits as required
- Perform other duties as assigned

Qualifications:

- Relevant post-secondary education and experience - Business Administration, Office Management, Administrative Assistant, Bookkeeping
- Experience in office administration and accounting/bookkeeping
- Experience in supervising a team and working with individuals with disabilities
- Experience in building management
- Incredible interpersonal and communication skills
- Great organizational skills and detail-oriented
- Problem-solving and multi-tasking abilities
- Knowledge of MS Office, Quick Books, and experience working with a database

Other Requirements:	Clear Criminal Record Check, Adult Abuse Registry Check
Work Schedule:	35 hours per week
Wage/Benefits:	\$23 - \$25/hour + employee health and dental insurance 100% paid by employer and eligibility to pension plan after 1 year of employment

If interested, please submit your resume and cover letter to jescalera@cciwestman.ca on or before the end of the day on September 13th.

Employment Equity is a factor in selection for this position. Consideration will be given to Indigenous people, visible minorities, and persons with disabilities.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.