



## Office Administrator

### **PURPOSE**

Reporting to the Executive Director and Association and Communications Manager, the Office Administrator is responsible for providing administrative, financial, and clerical services and support in order to ensure the association's effective and efficient operations.

### **RESPONSIBILITIES**

#### *Financial*

- Administer and record accounts payable
  - Collect and code invoices and cheque requisitions
  - Create new vendors and enter proper vendor terms in Quickbooks
  - Deal with vendor inquiries and payment requests
  - Enter bills for cheque preparation twice a month
- Administer and record accounts receivable
  - Enter invoices into Quickbooks
  - Generate and distribute invoices
  - Prepare bank deposits and physically make the deposits
- Maintain financial files
- Prepare interim financial reports
- Administer monthly bank reconciliation
- Prepare journal entries as requested
- Enter and balance Visa and Petty Cash
- Other duties from time to time as assigned

#### *Administrative*

- Prepare program materials such as printing and collating of contracts, course materials, marketing materials
- Assist with marketing initiatives, member services, and research requirements on an as-needed basis
- Prepare facilities for meetings, workshops, and other events
- Setup and coordinate meetings and conferences
- Record and distribute minutes, notes and action items during meetings
- Maintain organization's databases, ensuring a high level of accuracy
- Prepare general correspondence and reports
- Manage daily computer network data backup
- Assist in preparation of funding applications and reporting
- Arrange travel and accommodations for staff
- Manage office furniture, inventory, and supplies
- Provide administrative support to management and other staff

### *Reception*

- Work at the reception area answering phones, directing calls, and answering general inquiries
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain office systems (phone, copier, calendar, filing, etc.)
- Greet clients and visitors

### *Board Support*

- Setup and coordinate Board meetings, including: ordering food, coordinating reminders and RSVPs
- Record and distribute meeting minutes
- Prepare Board packages
- Assist in coordination of Annual General Meeting
- File of Change of Director and Annual Return files with Companies Office

### **KNOWLEDGE AND SKILLS REQUIRED**

- Excellent time management and organizational skills, and working knowledge of office procedures
- Self-motivated with proven ability to efficiently manage multiple projects
- Works well under pressure, good problem-solving skills
- Good oral and written communication skills
- Proficiency with Windows, Microsoft Office (Word, Outlook, Excel, Power Point), and accounting software (Quickbooks an asset)
- Proficiency with office equipment (copier, printer, fax, phone systems)
- The ability to work flexible hours on occasion
- Demonstrated success at working in a flexible, dynamic, fast-paced environment
- Some administrative and accounting experience is required, formal accounting education is preferred

### **PHYSICAL AND MENTAL DEMANDS**

- Will spend long hours sitting and using office equipment and computers.
- Will have to do some lifting of supplies and materials from time to time.
- There are a number of deadlines associated with this position.
- Must deal with a wide variety of people on various issues.
- Will have duties requiring attention to detail and high levels of accuracy that may necessitate long hours in intense concentration.

### **WORKING CONDITIONS AND ENVIRONMENT**

The Office Administrator is located in a busy, open area office and is faced with frequent interruptions and must meet with others on a regular basis.