



Centre For Business and Economic Development

A Community Futures Development Corporation

Administrative Assistant/Bookkeeper 18 Month Contract Position (Maternity Leave)

Centre For Business and Economic Development, Collingwood
A Community Futures Program

Overview

The Centre For Business is seeking a motivated, self-directed and organized individual to be our full-time contract Administrative Assistant/Bookkeeper. The successful candidate will perform bookkeeping duties, including updating and maintaining budgets and company financial information, and completing monthly financial reporting. The candidate will also be responsible for day-to-day office operations, greeting clients, reception duties, organizing/coordinating meetings, taking meeting minutes, managing the website and social media, providing administrative support to the General Manager and Loans Officer, and carrying out various clerical duties as assigned.

Specific Duties

- Answering and directing phone calls, emails and inquiries
- Providing information to the public on business resources and Community Futures programs; making referrals as appropriate
- Bookkeeping activities including preparing cheques, and creating and maintaining entries in Simply Accounting
- Monthly financial reporting to General Manager, Board of Directors and Federal Government
- Organizing and maintaining digital and paper files according to established framework
- Maintaining office equipment and ordering office supplies
- Inputting and maintaining information in loan client software program
- Event planning as required
- Maintaining website and social media accounts
- Assisting in the preparation of required government reports
- Assisting Loans Officer with loan applications, loan renewals, batch processing for loan payments and other loan documents
- Inputting and maintaining databases and spreadsheets for reporting
- Preparing for and taking minutes at Board meetings
- Maintaining integrity of confidential information

Experience and Qualifications

The ideal candidate will have the following experience and qualifications:

- Post-Secondary diploma or prior experience in a professional office environment providing administrative support
- Exceptional customer service and interpersonal skills
- Excellent time management and organizational skills
- Proficient in Microsoft Office (word, excel, power point, etc.)
- Experience with websites and social media
- Strong organizational skills
- Experience in accounting or bookkeeping, specifically Sage and/or Quickbooks
- Previous banking or commercial lending experience an asset
- Previous experience working with small businesses an asset

Personal Characteristics

The Administrative Assistant/Bookkeeper should demonstrate competence in some or all of the following:

- **Behave Ethically & Confidentially:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organization. Strictly maintain client and company confidential information.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Salary Range: \$34,000 - \$36,000 or commensurate with skills and experience. The position is a full-time 18 month contract position.

Hours of Work: 8:30 am – 4:30 pm Monday to Friday. Flexibility to work evenings and weekends for Board meetings and small business events as required.

Qualified applicants to submit cover letter, resume, and references to the General Manager, Gillian Fairley, by May 18th, 2018 at gfairley@centreforbusiness.ca.

We thank all applicants for their time and effort, however, only those selected for an interview will be contacted.