

Admin & Finance Manager

Reports to: Managing Director and Board of Directors

Qualifications:

- Proficiency in bookkeeping, finance, and administration. Experience working with a non-profit organization and a Board of Directors.

Job Summary:

To ensure the development and management of duties and procedures required for carrying out the policy, goals, and financial objectives of the board of directors and the organization.

Principle Duties & Responsibilities:

- Ensure that the operational and fiscal policies established by the board of directors are implemented for the organization and its childcare programs.
- Maintain contact with accountant, and regularly brief the treasurer and the board regarding any financial successes/challenges.
- Prepare background information on issues as required for the board's policy development. Assist the board in planning, committee work, board meetings, and annual general meetings. Provide a financial report to each board meeting and a year end report for the annual general meeting.
- Submit all reports as required under the Society Act and by the Corporate Registry to maintain the society's status.
- Ensure the administrative tasks are completed in accurate and timely way including monthly billing, bank deposits, receipts, payroll information, payment of services/supplies, petty cash, childcare subsidy payments, grants, monthly governmental reporting, and monthly financial statements.
- Assist in the regular review and update of family-centre handbooks, registration packages, policies and procedures as required.
- Assist in managing family enrolment requests, changes, and attendance records.
- Create a monthly newsletter and maintain a strong social media presence.
- Support the maintenance of current job descriptions to reflect actual job duties, responsibilities, and requirements. Maintain personnel files and assist in the interview and hiring process of new employees.
- Liaise with key leads on the cookbook committee ensuring that accurate monthly accounting is completed.
- Work with and support the Quadra Literacy Coordinator, assisting with events, managing Literacy funds, attending monthly meetings.
- Maintain a project list of current and future large repairs and maintenance projects; planning and implementation as funds allow.

Skills & Qualifications

- Experience working with Sage Accounting software.
- Expertise in social media engagement
- Proficiency working with Mailchimp, Microsoft Word, Excel, Microsoft Teams, Survey Monkey and Google Docs
- Strong interpersonal and communication skills
- Excellent administrative and organizational skills
- Possess a forward-thinking attitude combined with an understanding of budgets and operational long-term planning.
- A minimum of three to five years of bookkeeping and office administration experience working in a non-profit organization.

Hours of Work & Compensation

Monday through Thursday (28 to 32 hours)

(Possibility of working a mix of remote and on-site)

\$25.00 to \$27.00/hr depending on skills and qualifications.