



ONWARD WILLOW

Better Beginnings • Better Futures

20 Shelldale Crescent, Guelph, ON N1H 1C8

Phone: 519-824-8498 Fax: 519-824-2361

onwardwillow@netscape.net

JOB POSTING

Administrative Assistant – Finance and Human Resources

28 hours per week with the possibility of full time

Annual salary range \$28,293 – \$34,296 prorated to the number of hours worked

An opportunity to work in an exciting community setting!

To provide administrative support to the Program Director and the Management Board and assist in the coordination of the day to day operations of office management, human resources and financial administration.

Skills

- Excellent work skills: time management, organization, record keeping, report writing, data gathering
- Well developed interpersonal skills: ability to work as part of a team with co-workers, community members and agency partners
- Attitude of acceptance, empathy, trust building, and relationship building in a culturally diverse community setting.
- Ability to work flexibly and supportively in a dynamic environment.
- High competency in computer skills which include database management, spreadsheets and word processing

Minimum Requirements

- College degree/diploma in office administration, or equivalent.
- Minimum two years office experience with demonstrable skills and competence
- Excellent skills in computer operations, networking and Microsoft Office applications
- Working knowledge in finance and administration
- Excellent communication skills – verbal and written
- General knowledge of community resources
- Ability to maintain confidentiality

Send cover letter and resume by May 21 to:

Onward Willow Better Beginnings, Better Futures

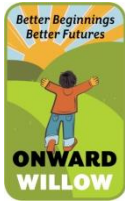
Lorri Sauve, c/o Human Resources Team

20 Shelldale Crescent

Guelph, ON N1H 1C8

Email: lsauve@onwardwillowbetterbeginnings.ca

Fax: (519) 824-2361



ONWARD WILLOW-BETTER BEGINNINGS, BETTER FUTURES

Administrative Assistant – Finance and Human Resources

Job Description

Purpose of Position

To provide administrative support to the Program Director and the Management Board and assist in the coordination of the day to day operations of office management, human resources and financial administration.

Major Responsibilities

Finance

- Assist Program Director and Finance Assistant with overall financial management i.e. petty cash, bank deposits, special project budget tracking, issuing of tax receipts, donor thank-you letters, and invoicing
- Process, report and track payables and receivables to maintain transparency and accountability

Administrative Support

- General typing and formatting of documents as assigned including minutes, presentations, program plans, general and statistical reports, grant proposals, brochures, forms and confidential documents
- Ensure that the operational, hiring and governance manuals are kept up-to-date. Aid in maintaining up-to-date information in policies and procedures and terms of reference
- Assist Program Director and Program Coordinators with other clerical and administrative duties as required

Office Management

- Manage computer and manual file systems for organizing all files including operational, grant/proposal information, accounts payable and personnel information
- Assist with the preparation of funding proposals and grants and when possible, investigate possible new sources of funds and tracking necessary dates for reports and new submissions
- Maintain a participant database and ensure registration input is up to date and that required statistical information is submitted on time
- Responsible for monitoring, purchasing, and maintaining inventory
- Provide first line of computer support to ensure set up of email accounts and phone voice mail system and liaison with IT company for any problems/repairs
- Responsible for administering all keys and/or fobs and maintain a master list of key possession.

Human Resources

- Process timesheets (permanent staff) monthly for submission to Family & Children's Services Human Resources department
- Ensure pay requisition sheets (contract staff) are submitted according to the payroll schedule
- Maintain all personnel files to ensure information is up-to-date
- Forward all personnel information to Family & Children's Services Human Resources and Payroll department to ensure records are updated as needed
- Meet with all new staff to process required employee information

Skills

- Well developed skills in time management, organization, record keeping, report writing, data gathering, and tracking
- Competency in computer skills which include database management, Excel spreadsheets and word processing
- Excellent interpersonal skills including ability to work as part of the team of co-workers, community members and agency partners
- Attitude of acceptance, empathy, trust building, and relationship building in a culturally diverse community setting
- Ability to work flexibly and supportively in a dynamic environment

Minimum Requirements

- College degree/diploma in office administration, or equivalent.
- Minimum two years office experience with demonstrable skills and competence
- Excellent skills in computer operations and networking, knowledge of Microsoft Office applications
- Working knowledge in finance and administration
- Excellent communication skills – verbal and written
- General knowledge of community resources
- Ability to maintain confidentiality

Supervision

The position is accountable to the Management Board, and supervised by the Program Director.

Hours

- 28 hours per week with the possibility of full time hours (35 hours per week)
- Must be able to work some evenings and weekends upon request

Salary

The annual salary range for this position is \$28,293 – \$34,296 prorated to the number of hours worked.

Benefits, vacation, sick days and other working conditions will be in accordance with the Onward Willow Better Beginnings Better Futures Board policy for full time staff.