

Job Information

Job Title	Corporate Administrative Assistant/Finance Assistant
Department	Administration
Location	The Good Companions Senior's Centre, 670 Albert Street.
Reports to	Executive Director and Finance Officer
Type of Position	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:
Estimated Start Date	October 2023
Salary	TBD, generous benefits package
Posting Date: Thursday, August 31 st , 2023	Closing Date: Monday, September 18 th 2023 at 4:00 p.m.

All interested applicants should submit a cover letter and resume to HR by e-mail at info@thegoodcompanions.ca quoting competition COMP: Corporate Administrative Assistant.

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

Key Tasks and Responsibilities

Service

Administration:

- Provide administration support to the Executive Director
- Proactively works with the Executive Director to advance organizational priorities
- Engage with the Board of Directors on logistics, board packages, planning, schedules, and meeting minutes on behalf of the Executive Director
- Be part of the leadership team to have context for organizational strategy at the senior level, expecting contribution to deliver insights to support the agency's priorities and decision process
- Assists with coordinating the Annual General Meeting, and prepares Annual Report
- Take ownership of administrative processes such as corporate registrations, insurance and other business operations
- Create agendas, take minutes during organizational meetings, and record follow-up opportunities as required
- Draft letters, emails, reports, and other correspondence on behalf of the Executive Director
- Prepare internal and external corporate documents for the organization

- Facilitate organizational process such as annual planning and board processes, such as operational plans, accountability reports and AGM
- Maintain confidentiality in all interactions and information
- Prepare, use, and maintain templates and electronic filing systems for various functions
- Assists with special events and soliciting support for events and fundraisers
- Perform various other duties assigned

Finance:

- Provide support and back-up to the Finance Officer:
 - enters data into financial records of Operating Fund, Property Fund, and Special Project Fund utilizing Sage Accounting System
 - inputs bank deposits, cash receipts
 - inputs accounts receivable and accounts payable
 - processes payment of approved invoices according to vendor requirements and funding availability
 - provides payroll backup and company benefits co-administrator
- Monitor/distribute/respond to The Good Companions general delivery incoming emails
- Responds to telephone inquiries, acquires pertinent information and makes appropriate referrals to employees or other agencies
- Maintains employee training records in database and files
- Disseminate Public Service Announcement for upcoming events to local media contacts, and sharing through social media
- Provide back-up assistance to Front Reception as required
- Maintain filing system of contractors, health and safety, and corporate documents
- Assists staff team with general administrative tasks

Supervision and Administration

- Oversees, trains and schedules finance volunteers

Organizational

- Fulfills The Good Companions' mission, visions, values, goals and objectives
- Works with an open, friendly approach toward members, clients and volunteers as they participate in The Good Companions
- Disseminates information to the members, clients and the community
- Promotes The Good Companion's programs and services to potential community referring sources, funders and other older adult centres
- Assists in the development and implementation of long term planning and policies
- Complies with The Good Companions' policies, practices and procedures, including Occupational Health and Safety

- Enforces policies and procedures, investigates and reports all incidents relating to health and safety, including but not limited to Workplace Violence and Harassment
- Meets regularly with supervisor

Qualifications

Education

- High School Diploma/College Certificate

Experience

- 2-3 years experience working in a busy office environment
- 1-2 years experience working with older adults or persons with a physical disability
- Experience working with a Board of Directors and committees
- 1-2 years data entry experience
- Clerical accounting experience

Operational Requirements

- Negative Police Record Check for Working with the Vulnerable
- C.P.R. and First Aid Certificate, required annually
- Computer literacy

Skills Required

- Proficiency with CIMS, Microsoft Office (Word, PowerPoint, Access, Publisher, Photoshop, Outlook and Excel), WordPress; Sharepoint
- Proficiency with CIMS-HR, Sage Accounting
- Excellent communication skills
- Accuracy in data entry
- Excellent proofreading skills

Abilities

- To understand the needs, interests and concerns of older adults and persons with a physical disability
- Non-judgmental and open-minded (including diversity awareness, for example, persons with physical disabilities, LGBTQ2+, multicultural populations)
- To work in a fast-paced, multi-task environment
- To coordinate workload and meet deadlines
- To work positively in a team environment

Working Conditions

- In-lieu, overtime, as required

- Availability to work scheduled evenings and weekends

Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation.