

## **JOB DESCRIPTION – Office Administrator (Part-time)**

**September 2017**

EcoSuperior requires a person to carry out bookkeeping, financial and human resource requirements for the organization, including reporting and Board of Director support as listed below. Reporting to the Operations Supervisor, the Office Administrator will ensure that all finances are properly administered, monitored, tracked and reported as required, and assist staff with financial matters that may arise. The position is currently 15-20 hours per week, with the potential to become full-time.

### **Attributes and Qualifications:**

- Degree or diploma in business, accounting or related field.
- Training and experience with the Sage Simply Accounting program.
- Experience and training in Human Resource Management.
- Excellent computer competencies
- Leadership, communication and people skills.

### **RESPONSIBILITIES**

#### **1. General Financial Support**

- Maintain the day-to-day financial and administrative control of the organization and adhere to established budgetary guidelines.
- Prepare and oversee the completion of all documentation required to process and generate Annual Audited Financial Statements.
- Liaise with outside accountants on firm's financial matters.
- Ensure that all finances are properly administered and monitored, including accounts receivable, accounts payable, bank deposits, daily cash reporting, retail sales, inventory management, investments, credit control, etc.
- Ensure completion of forms required to receive tax and HST rebates.
- Maintain budget monitoring systems and ensure that appropriate financial regulations and controls are in place and in use at all times.
- Work with Executive Director and Operations Supervisor to advise on the proper allocation of resources and provide oversight to ensure correct cost accounting to all projects and programs.
- Provide Executive Director with information for use in planning and controlling operations, decision making and appropriately modify as circumstances change.
- Assist in meeting financial reporting obligations in relation to submissions for funding, grants and contribution agreements, contracts and any other initiatives.

#### **2. Human Resource Management**

- Provide training to Customer Service Coordinator and/or other staff with regard to front desk accounting requirements, retail tracking etc. as required.
- Assist in the administration of compensation and benefits for all employees. Semi-monthly payroll is prepared by ED through on-line service.
- Maintain personnel records and payroll systems, process payroll documents, implement payroll/personnel transactions and ensure reporting obligations are met in relation to employee benefits (CPP, EI, income tax) generation of T-4's and year-end reports, payroll reconciliations, etc.

- Apply knowledge of procedures to review and record personnel activities of individuals delivering government funded projects and ensure correct allocation of wage and benefit expense.
- Assist in the administration of company sponsored Health Benefit Plan (Chamber of Commerce)
- Maintain records of Policies and Procedures, Employment and Internship Agreements.

### **3. Board Support**

- Prepare quarterly financial reports and cash flow forecasts for the Board of Directors
- Liaise as required with Finance Committee or Personnel Committee
- Provide financial information or input for annual budget preparation and/or strategic planning, as required.

Other duties as may be required.

Rate of pay: \$18 - \$20 per hour commensurate with experience.

**TO APPLY:** Please forward a cover letter and resume via email to [info@ecosuperior.org](mailto:info@ecosuperior.org) with Office Administrator in the subject line. This vacancy is immediate, so please respond as soon as possible. Resumes will be accepted until the position is filled. To learn more about EcoSuperior, please visit [www.ecosuperior.org](http://www.ecosuperior.org)