

JOB POSTING for

Finance Manager-

Executive Administrative Assistant



Job Summary

The Finance Manager- Executive Administrative Assistant is responsible for providing accounting/bookkeeping services and executive level administrative support to the office of the Executive Director, Foundation Chair, and Board Members.

The Finance Manager- Executive Administrative Assistant is responsible for providing efficient, effective, accurate and timely financial and administrative action in a confidential, professional, and competent manner.

The Finance Manager - Executive Administrative Assistant will perform duties independently, as well as part of the administrative team. The performance of these duties will be in accordance with government and Board policies and procedures and standard accounting practices.

Specific Requirements

Maintain the QuickBooks accounting program to produce financial statements and other reports upon request.

The Finance Manager - Executive Administrative Assistant provides confidential support services to the Executive Director and the Board.

The Finance Manager - Executive Administrative Assistant must establish and maintain a close working relationship with the Executive Director and the Board.

The Finance Manager - Executive Administrative Assistant must be able to meet strict deadlines and work independently.

The Finance Manager - Executive Administrative Assistant must present a positive and professional image for all visitors, inquiries and others.

Duties and Responsibilities

Prepare monthly financial reports, including payables and correspondence for the Executive Director.

Receive and screen inbound telephone calls, e-mails, and visitors for the Executive Director and Board. Refer and/or redirect calls, e-mails, correspondence, or visitors as required.

Prepare and distribute the agendas, supporting materials, and minutes for Board meetings under the direction of the Executive Director.

Support the Executive Director in the planning and implementation of Foundation events.

In working with the Administrative Assistant ensure donor service data base is accurate and up-to-date.

Submit and update information to the Foundation Website.

Other duties, relevant to the position, will be assigned by the Executive Director and Chair as required.

Qualifications

1. Demonstrate proficiency in keyboarding and computer skills along with a strong working knowledge of Quick Books, Microsoft Office Excel, Word and PowerPoint.
2. Knowledge of accounting is necessary by having the ability to maintain financial databases and filing systems to display accurate records.
3. Ability to understand and carry out written or verbal instructions.
4. Demonstrate accuracy and excellent attention to detail in the preparation of financial reports, correspondence, planning, and implementation of events.
5. Demonstrate organizational skills.
6. Excellent oral, written, email and social media communication skills.
7. Demonstrate ability to handle confidential information appropriately.
8. Demonstrate ability to communicate and work effectively with all levels of staff and the public.
9. Demonstrate ability to conduct business in a manner that is respectful and sensitive to the community.
10. Superior telephone manners and strong interpersonal skills.
11. Ability to adjust and be flexible to meet changing work needs and demands, including overtime and flextime.
12. Four – five years of experience of executive office experience and/or post-secondary education in areas of finance and administration would be an asset.

The position's work week will range between 28 – 35 hours, while the salary will commensurate based on qualifications and experience.

To apply, please submit cover letter & resume to:

Selkirk & District Community Foundation

ATT: Human Resource Committee

200 Eaton Ave., Selkirk, MB R1A 0W6

OR: selkirkfoundation@shaw.ca

Deadline: Friday July 8, 2016

SDCF thanks all applicants for their interest, however only those selected for interview will be contacted.