



Job description for Administrative and Finance Officer

Position Title:	Administration and Finance Officer
Location:	Fort McMurray, AB
Reports to:	Executive Director
Salary:	\$44,850 per annum (\$23/hr)
Length of Contract:	One-year renewable upon funding availability
Minimum Hours:	37.5 hours per week. No overtime paid, but time off in lieu may be taken as appropriate.
Leave:	2 weeks paid vacation (Starts after three months' probation period)
Sick:	12 days of sick leave/Year (accrued at the rate of 1 day per month)
Benefits:	Partially paid Health with Blue Cross
Closing Date:	December 23, 2016 or until filled
Start date:	January 15, 2017

Background

The Multicultural Association of Wood Buffalo (MCA) was established in 1985 to support cultural groups and to foster cross-cultural awareness and understanding through programs, initiatives, services, and events. MCA's mission is to foster an environment in which individuals and groups may contribute to the cultural heritage of Wood Buffalo, encouraging to share their cultures, build bridges, and grow harmoniously in Canadian life. MCA promotes and encourages inclusive multiculturalism at all levels under our three core pillars "**Celebrate, Educate, Integrate**". We are looking for a candidate to fill the Administration and Finance position.

Purpose:

The position requires a person with energy, flexibility, initiative and self-motivation, someone who is a team player with a strong belief in the values and aims of MCA. The post holder will be expected to have experience in setting up and maintaining effective and efficient administration, financial procedures, and bookkeeping, including payroll.

General requirement

- Provide high-level administrative support to the Executive Director and on behalf of the organization
- Responsible for day-to-day processes that will involve supporting Operations, Programs, Services and Events and work closely with our donors.
- Ability to work effectively with other team members, stakeholders, partners and vendors
- Strong organizational and time management skills.
- Strong oral and excellent interpersonal/relationship skills and the ability to deal with individuals at all levels of the organization.
- Flexibility to adapt to changing requirements and demonstrates initiative and ability to prioritize and multi-task with high degree of professionalism
- Ability to work as part of a team and under pressure, and ability to take on many tasks at once,
- Support the completion of grant reports, funding applications as appropriate
- Act as the first point of contact in the office and during major events and
- Liaise, where appropriate, with external agencies and individuals for event management including seminars & conferences.
- Support the Executive Director in preparation for the monthly board meeting and annual General Meeting each year. This includes, but is not limited to coordinating and printing the AGM report, securing space, and arranging catering.
- Support donor engagement by means of consistent outreach, i.e. Thank You and Holiday Cards, as well as AGM invites.

Specific requirement

1. Office Management

- Maintains office efficiency by planning and implementing office systems for director and staff.
- Develops and maintains on going changes for the organization's Operational Manual.
- Provides orientation for new hires in areas of office technology, telephone, office equipment, HR and payroll procedures
- Keeps management informed of any issues in a timely manner.
- Main contact for external vendors and contractors – Bookkeepers, Landlord, IT support, Telephone, etc.
- Manages boardroom and venue bookings; ensures all requested needs are met.
- Attends staff meetings, takes minutes and keeps notes, distributing to staff.
- Update and monitors MCA's social media accounts (Facebook, *Twitter*, *Instagram must be updated on regular basis*)
- Develop and circulate monthly newsletter and member communications
- Provides support to Executive Director's role during vacations and absences when needed.
- Monitors office supplies and makes purchases as necessary.

2.Administrative duties

- Maintain a record of current administrative procedures
- Support volunteer engagement system
- Carry out tasks as assigned by the Executive Director
- Undertake the management of all administrative correspondence with funders.
- Ensures Grant reports and application deadline are communicated to all concerned
- Answer phone calls, direct calls to the appropriate member of staff and take messages
- Deal with incoming and outgoing mail
- Organise and book venues for various meetings and events
- Manage and update the information website as requested and needed
- Manage membership enquiry, process membership payments, correspond with members and assisting with membership requests
- Maintain and update computerized & manual filing systems
- To support the Executive Director in her duties including administrative aspects of Board meetings
- Undertake any other reasonable duties as deemed appropriate
- Maintains office services by organizing office operations and procedures; designing filing systems; reviewing and ordering office supplies.
- Manages email correspondence promptly and accurately, and answer phones in a courteous, friendly, and outgoing manner
- Maintains and prepares payroll records and time sheets in a confidential manner;
- Ensures payroll processes are set up for new staff

3.Finance duties

- Administer petty cash and deposits
- Liaise with accountants to maintain accurate company accounts.
- Liaise with accountants in the preparation of end of year accounting and Auditing
- Work closely with accountants to maintain monthly bank reconciliations and reporting to the ED, Board of Directors and Finance committee as required
- Process quarterly reports as guided by ED
- Ensure that financial systems and controls are in place
- Negotiate with suppliers, and vendors for MCA events and programs as needed
- Ensures all funding revenue has been received and deposited in the bank.
- Ensures that all invoices are paid in a timely and accurate manner.
- Ensures all cheques are signed by authorized signing officers.

4.Community Engagement

- Respond to enquiries from community organizations interested in MCA services
- Providing information, and relevant advice as appropriate.
- Provide support to, and act as a point of contact between a community organization and MCA
- Promote MCA services with local communities and other public sector bodies
- Respond to enquiries directly and on behalf of the ED
- Deal appropriately with requests for information coming from community groups

5.Board of Directors:

- Sends out all correspondence to board as requested by ED
- Ensures board meeting reminders are sent to board members,
- Ensures all material is sent to board members 7 days prior to board meetings;
- Files all signed board meeting minutes,
- Plans and organizes AGM and Annual Holiday Dinner with Events Coordinator;
- Ensure food is available for board meetings or board planning days;

SKILLS, KNOWLEDGE, AND ABILITIES:

- Strong written and oral communication skills in English
- Exceptional customer service skills with a demonstrated commitment to promptness and professionalism
- Strong computer skills and an aptitude for learning new systems
- Working knowledge of Microsoft Office Software
- Strong time management skills with the ability to handle competing priorities effectively; coordinating workflow to achieve maximum productivity
- Attention to detail and an aptitude for strong organization
- Strong ability to problem solve and find answers to arising issues
- Ability to anticipate needs of office, organization and staff to provide an efficient environment
- Ability to find creative and innovative ways to create systems to improve organizational efficiency
- Self-motivated and directed to be productive
- Creates and supports strong team spirit and morale within the team
- Demonstrates initiative to take on extra projects
- Understands and follows confidentiality guidelines and policy for the position.
- Maintains professional and technical knowledge by attending relevant meetings, and establishing personal networks

QUALIFICATIONS REQUIREMENT:

- Bachelor's degree or 3-year Advanced Diploma in Business administration required (Bachelor's degree preferred)
- Minimum of a post-secondary Diploma or Certificate with experience in Office Administration for at least 5 years;
- Hands-on experience with social profit organization or similar development programme
- Excellent financial, accounting and bookkeeping and reporting skills as well as exposure in administration of project.
- Working knowledge of QuickBooks/Sage and bookkeeping skills
- Excellent skills in computers (Windows, Word, Excel, and Power Point); should be able to operate financial packages independently;
- Experience working and living in Fort McMurray and long term commitment is an asset
- RCMP Criminal Record Check
- Must be authorized to work in Canada and not require work authorization sponsorship by our organization

To apply: Please submit your resume to executivedirector@multicultrefm.org. We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. No phone calls please.