

TEMPORARY CASUAL OPPORTUNITY



Job Title: ADMINISTRATIVE ASSISTANT

LOCATION: Victoria, BC
PER HOUR RATE: \$22 per hour
TERM: to be determined
ANTICIPATED START: ASAP

OVERVIEW

Who We Are

The Greater Victoria Coalition to End Homelessness (Coalition) is a non-profit society committed to addressing homelessness in Greater Victoria. The Coalition was formed in 2008 and consists of more than 40 stakeholder organizations including service providers, non-profit organizations, all levels of government, businesses, postsecondary institutions, the faith community, and people with a lived experience of homelessness.

Who You Are

You seek meaningful, complex work in the not-for-profit community. Comfortable in an open office setting, you quickly adapt to changing priorities within diverse administrative tasks.

Your skill set includes:

- Microsoft Office – Word, Excel, Outlook
- Bookkeeping: accounts payable & payroll; Accounting software: Sage 50 desired, others acceptable
- Attention to detail and deadlines.

You respect confidentiality and interact effectively with a wide range of people including community leaders and marginalized groups.

Why Choose Us

- Flexible work schedule
- Collaborative and inclusive work environment

JOB SUMMARY

The Administrative Assistant

This is a temporary, casual position which fills in during the absence of the permanent Administrative Coordinator. On the job training will occur prior to the Administrator's absence.

The incumbent may be asked to work part days and/or full days up to 35 hours/week. Hours worked are submitted by timesheet to the Executive Director every second Wednesday and payroll processed on Monday of the following week. Pay is an hourly rate plus 4% vacation; no benefits plan. Payment is by direct deposit.

Key Deliverables:

- Bookkeeping: accounts payable processing; payroll processing; update Journal Entry spreadsheet.
- Month-end Financial Statements: process credit card reports, prepaid reports, reconcile bank statements to ledger, update Major Funder, Prepaid and Deferred Revenue spreadsheets
- Support the Executive Director as requested including assisting with Board of Director and sub-committee meetings and the Steering Committee meetings.
- Maintain confidentiality and diplomacy with collaborative professionalism, including confidential PIPA and employee files.

Additional Deliverables:

- Assist with the movement of documents to 'the cloud'; categorize, archive and delete hard copy and/or electronic files.
- Plan and organize the Society's Annual General Meeting, the year-end business planning meeting, roundtables and other committee events as requested.
- Maintain the Society's Membership Roster, coordinate new members procedures, track membership fees, correspond with members.
- Respond to phone calls and drop-ins from the public, society members, and committee members. Maintain sufficient knowledge of community resources to be able to refer to relevant agencies. Extensive communication by email, as well as by letter.
- Other duties as assigned.

STRUCTURE & ACCOUNTABILITIES

In all activities, refer to the Administrative Manual, the Coalition Policy Manual and the Human Resources Policy Manual for procedures and timeframes.

Report to the Executive Director and interface with the Secretary-Treasurer to the Board of Directors with respect to bookkeeping procedures and production of financial reports.

Collaborate with all staff as projects require.

Opportunity open until filled; apply asap.

Please submit your cover letter and resume in a single document attachment by email to Admin@victoriahomelessness.ca