



Job Opening

Administrative Assistant – Accounting

The River Institute is seeking a part-time contract **Administrative & Accounting Assistant**. This person is responsible for providing reception and administrative support at the River Institute. The incumbent is expected to work both independently and as a team member to perform a wide variety of administrative support tasks, all of which contribute to the efficient and professional operation of the organization. The incumbent is expected to have a strong affinity for the goals and mandate of the organization. This position reports to the Program Leader Administration and Fundraising and works with the Assistant Administrator on accounting support.

Accounting support

Provides general bookkeeping such as data entry in accounts payable and receivable.

Filing

Photocopying

Other administrative duties as required

Reception

May provide communication services through front office and telephone reception and respond to correspondence through facsimile, mail, mail log, telephone and e-mail, photocopying when needed.

Fundraising

Maintains fundraising database – eTapestry Issue Tax receipts

Other Skills and Competencies:

The ideal candidate will possess the following qualifications:

Education: Two (2) years of post-secondary training in Office Administration, Business or other programs.

Strong interpersonal skills and demonstrated ability in written and oral communication skills suitable for a professional organization

Flexibility, ability to multi-task, ability to prioritize projects and adapt to changing priorities

High proficiency in word processing and editing, manipulating spreadsheets, creating presentations and scheduling applications using Microsoft Office Suite

Experience tracking and monitoring expenses and budgets

Previous work experience in a not for profit setting is an asset

Knowledge of Simply Accounting (Sage 50)

Position type: Part-time contract (7 hours per week) with a possible full-time contract for the summer.

Starting wage: \$14.63 per hour.

Please submit a cover letter and resume, including the names and telephone numbers of three references:

The River Institute, 2 St. Lawrence Drive, Cornwall, ON K6H 4Z1 (on Cornwall Campus) Attention: Christina Collard, Program Leader – Administration and Fundraising by email to: info@riverinstitute.ca

Please note that the competition may be extended until a suitable candidate is selected. We thank all that apply, however only those selected for an interview will be contacted.