



## **Job Advertisement**

### **Job Description – Administrative Assistant/Accounting**

The River Institute is a non-profit, charitable organization that undertakes research, education, and community outreach to protect and conserve the St. Lawrence River and other freshwater ecosystems. We are seeking an Administrative Assistant to support the efficient operations of the organization. The Administrative Assistant will work as an integral part of the administration team to provide reception duties and undertake a variety of administrative tasks including accounting data entry.

### **Administrative Support Duties:**

- Provides administrative and clerical duties such as reception, answering and directing phone calls, emails and in person enquiries, maintains contact lists and filing systems, and undertakes photocopying, scanning and faxing
- Works with the Assistant Administrator to input financial entries into QuickBooks online, generates monthly reconciliations (credit cards, bank accounts, etc.), and prepares daily and monthly invoicing
- Books travel, vehicles etc, submits and reconciles expense reports, organizes and schedules appointments and meetings for senior staff
- Generates letters and meeting minutes, assists in the research and preparation of presentations, meeting packages and other similar documents
- Assists in distributing press releases, social media posts and other communications
- Reserves various rooms and sets up the boardroom for meetings as requested
- Assists in preparation of Committee meetings and conferences
- Maintains supply inventory and orders office supplies
- Prepares out-going mail daily and ensures appropriate postage and handling, receives and sorts mail and deliveries
- Coordinates the repair and maintenance of office equipment such as the photocopier
- Ensures the reception area, Boardroom and photocopy room are tidy and organized at all times
- Assists the Executive Director and Program Leader Administration when needed
- Performs other duties as assigned.

### **Knowledge and Skills/Experience**

The ideal candidate will have the following background and skills:

- Diploma in Office Administration or Business Administration, or equivalent combination of education and experience
- One to two years of office experience
- Excellent verbal and written communications skills, including business writing skills, in English (French will be considered an asset)
- Proficient in the use of Windows operating system-based computers, Microsoft Office 365 including MS Teams, Word, Excel, PowerPoint, Outlook, as well as Quickbooks Online (accounting), social

media and use of the Internet for research purposes

- Good knowledge of customer service and communication principles and practices
- Energetic, enthusiastic, committed to hard work and continual learning
- Demonstrated ability to pay attention to details and to concentrate on task in a consistent manner
- Effective listening and problem-solving skills
- Ability to maintain confidentiality
- Commitment to a professional work ethic, working cooperatively and collaboratively with internal and external customers, clients, volunteers and partners while demonstrating a strong customer/client orientation
- Self-directed with good organizational and time management skills and able to manage overlapping priorities and multiple areas of responsibility
- Demonstrated ability to keep thorough records and maintain clear and organized filing system while managing multiple projects
- Previous experience in a non-profit environment is an asset

**Employment Conditions:**

- The candidate is expected to work onsite at the River Institute office (Cornwall, Ontario) in accordance with organizational COVID protocols.

**Wage and Employment Conditions:**

This is a 1-year full time contract position, with an anticipated start date of January 17, 2022 or thereabouts at an hourly rate of \$20.09 hour (35 hours per week).

**Reports to:** Program Leader, Administration