



# People for a Healthy Community

PO Box 325, 675 North Road, Gabriola Island, BC. V0R 1X0

T: 250.247.7311 E: info@phcgabriola.org

## JOB DESCRIPTION

<b>POSITION: ADMINISTRATIVE ASSISTANT</b>
<b>LOCATION: Gabriola Island, BC</b>
<b>REPORTS TO: Executive Director</b>
<b>TYPE OF POSITION: Permanent Part-time</b>
<b>TERMS OF EMPLOYMENT</b>
<ul style="list-style-type: none"><li>• 25 hours per week with additional hours approved, as required</li><li>• Probationary period of 3 months</li></ul>
<b>SCOPE OF WORK</b>
<p>The Administrative Assistant will be responsible for providing administrative and bookkeeping support to ensure efficient operation of the office. In addition, this position will provide support to the Board of Directors.</p>
<b>JOB SPECIFIC RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Answer and direct phone calls, visitors and clients</li><li>• Organize and schedule meetings and appointments</li><li>• Maintain contact lists including volunteers, donors, sponsors</li><li>• Produce and distribute correspondence memos, letters, faxes and forms</li><li>• Purchase office supplies and cleaning supplies as required</li><li>• Maintain key holder list and have additional keys cut as required</li><li>• Log employees time and volunteer time sheets</li><li>• Prepare Policy and Procedure binders for new Board members</li><li>• Purchase computer software, hardware, supplies and maintenance as required</li><li>• Manage email addresses and forwarding of mail</li><li>• Back up all computer files</li><li>• Assist in the preparation of regularly scheduled reports</li><li>• Develop and maintain a filing system</li><li>• Book travel arrangements</li><li>• Work with the Treasurer and appointed Accountant</li><li>• Post invoices and bills, ensuring documentation for each cheque</li><li>• Document cheque numbers and dates on each source document</li><li>• Post cheque payments with accurate memos</li><li>• File source documents in supplier, program expenses, payroll and utility files</li><li>• Match invoices to statements</li><li>• Enter donations with specific information to correct donation accounts</li><li>• Design and maintain donor database spread sheets, issue charitable receipts</li><li>• Download and enter all data for new donor database (Giftworks)</li></ul>

**JOB SPECIFIC RESPONSIBILITIES (cont'd)**

- Initiate and maintain monthly donor direct deposit (CAFT) and Canada Helps
- Allocate grant income and expenses to appropriate programs
- Enter year ending adjusting entries in accounting program
- Other duties as required by the Executive Director
- Prepare budgets for grants, prepare purchase quotes for equipment, research government policies and assist with grant submissions

**QUALIFICATIONS**

- Proficiency in MS Office programs including MS Word, Excel,
- Ability to use meeting organizing computer software, shared folders, general office machinery, operations and maintenance
- Proven administrative and bookkeeping experience with ability to use accounting software acquired by PHC (Quick Books preferred)
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills

**REQUIREMENTS**

- Ability to manage multiple tasks and meet deadlines
- Ability to use online access for bank statements, if necessary
- Be a resident of Gabriola Island

**SALARY RANGE \$20.00 - \$25.00** depending on experience