



People for a Healthy Community

NEIGHBOURS HELPING NEIGHBOURS

PO Box 325 - 675 North Road, Gabriola Island, British Columbia, V0R 1X0

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ADMINISTRATIVE / ACCOUNTING ASSISTANT

SCOPE OF WORK

Reporting to the Executive Director, the Administrative / Accounting Assistant will be responsible for providing a wide variety of office administrative and recordkeeping duties including bookkeeping, and data entry duties to ensure efficient operation of the office. In addition, this position will provide administrative support to the Board of Directors.

JOB SPECIFIC RESPONSIBILITIES

Administrative

- Answer and direct phone calls, visitors and clients
- Organize and schedule meetings and appointments
- Implement filing standards for virtual and hardcopy documents / Quarterly maintenance to make sure drives are up-to-date and well organized
- Support Board of Directors by assisting with meetings and note-taking, efiles, and fundraising events
- Forward calls and emails to various departments working both virtually and in the office
- Produce and distribute correspondence memos, letters, faxes and forms
- Monitor and purchase office supplies and cleaning supplies as required, ensuring safe storage using WHIMS guidelines
- Maintain key holder list and have additional keys cut as required
- Develop forms and office procedures as necessary / Create internal systems and procedures to manage processes, contacts and files / Create uniform internal documents and document standards across the organization - Letterhead, email signatures, forms, invoices, templates, signage, etc.
- Pick up mail and distribute as required

- Pick up / drop off materials, funds within the Village Core, including Liquor Store
- Assist in the preparation of regularly scheduled reports
- Book travel arrangements
- Post final documents on Drive according to PHC format and ensure important emails on file

Bookkeeping

- When required, assists in tracking employee vacation and sick time and processing employee time into the payroll system
- Prepare budgets for grants, prepare purchase quotes for equipment, research government policies and assist with grant submissions
- From time to time, receive and deposit organizational revenue
- Performs other financial activities as required
- Other duties as required by the Executive Director
- Become familiar with grant / fundraising provincial regulations in order to ensure compliance

QUALIFICATIONS

- Expert computer skills and the ability to troubleshoot everyday technical issues
- Strong level of experience using Microsoft Office and Google Suite. Experience with Quickbooks or other accounting software is preferred
- Ability to use or learn administrative / bookkeeping software as needed
- Knowledge of office management systems and procedures
- Accounts Payable and Accounts Receivable experience
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills with the ability to serve many different client groups

- Ability to work independently, while at the same time collaborating with others
- Strong organizational, analytical, interpersonal and planning skills
- Knowledge of policies and practices associated with payroll administration, personnel policies and procedures
- An understanding of relevant financial legislation policies and procedures
- At least 2 years relevant education or work experience

REQUIREMENTS

- Valid Drivers Licence and access to a vehicle
- Be a resident of Gabriola Island
- Ahearance to Public Health and Island Health vaccination requirements

TERMS OF EMPLOYMENT

- 3 - 4 days per week, 5 hours per day
- Salary range: \$20.00 - \$25.00 depending on experience
- 3 month probationary period

Revised August 2022