



Our VISION: A thriving, welcoming child and family community where we connect, share, learn and grow.

Our MISSION: Creating safe spaces that inspire and support families to build caring relationships, with their children, each other and the community.

Welcoming families since 1976

Administrative Assistant – ROLE DESCRIPTION

Role Overview

The Administrative Assistant is responsible for the successful day-to-day operations, including accounting, biweekly payroll and other related business and operational matters of the Family Drop in and the Circles of Care and Connection Programs. The scope of the role requires the Administrative Assistant to effectively manage all dimensions of operational administration. This position works as an integral part of the MPFCS team and reports to the Executive Director.

Specific Accountabilities Systems

- Establishes/maintains accounting systems/accounts
- Establishes/maintains payroll systems/accounts

Financial Reports/Statements

- Prepares annual budgets in consultation with the Executive Director
- Prepares quarterly financial statements
- Prepares accounts for the annual external audit/review
- Monitors financial expenditures for various funders/ministries
- Monitors contract expectations and ensures timely submission of financial reports
- Prepares budgets for project proposals and funding applications

Accounts Receivable/Payable

- Processes and manages accounts receivable and payable, cash receipts, and disbursement
- Maintains general and subsidiary ledgers and journal entries
- Reconciles and balances bank statements
- Ensures bank deposits are made weekly

Human Resources

- Prepares and processes biweekly payroll
- Manages employee benefits package
- Maintains and processes documentation related to hiring and termination
- Provides support to on and off-site front-line staff

Operations

- Performs general office tasks: maintains central filing system, responds to telephone inquiries and directs calls as required
- Manages day to day communication and is the primary contact for user group agreements and rental contract renewals
- Is primary contact person in matters of equipment maintenance and updating (phones, computers, IT support, appliances)

People & Program Leadership

- Is well-informed about user services and shares information effectively with participants.
- As part of the team works collaboratively with other community agencies as required.
- Participates in the development and implementation of special events programs as required.
- Attends MPFCS staff meetings and actively participates in all team meetings.
- Fulfills other duties as required to ensure running of centre/programs.

Qualifications & Competencies

- Prior accounting experience – Quickbooks
- Full cycle bookkeeping experience
- Full cycle payroll administration experience
- Experience managing employee benefits package
- Excellent oral and written communication skills
- Demonstrated teamwork and leadership skills
- Ability to work in a non-structured environment
- Well-developed planning, organizing, controlling, and administrative skills
- Ability to respond effectively and efficiently to multiple front-line demands

Working Conditions

- 28 to 35 hours per week
- Some evening and weekend work required
- May be required to support, volunteers, substitute staff, and students
- Attends monthly Board meetings as requested

This is a permanent position, 28 to 35 hours per week, starting as soon as possible. Hourly salary: \$28.16 to \$31.92, depending on experience. Benefits after 3 months.

Please forward a cover letter and resume by **4 pm on Wednesday, June 7th** to Sanja Sladojevic at sanja@mpfcs.ca. Please ensure that Administrative Assistant is the subject line of your email.

We thank and acknowledge all applicants and will only be contacting those selected for interviews.

****No phone calls please****

MPFCS is an equal opportunity employer, we place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position.