

KIWANIS VILLAGE NANAIMO

POSITION DESCRIPTION: CASUAL ADMINISTRATION AND FINANCE ASSISTANT

DEPARTMENT: ADMINISTRATION AND FINANCE

REPORTS TO: MANAGER, ADMINISTRATION AND FINANCE

ROLE SUMMARY:

This position is responsible to provide sick and vacation relief for a wide range of computerized bookkeeping functions, administrative functions and staffing functions of Kiwanis Village.

DUTIES AND RESPONSIBILITIES:

1. Maintains the Accounts Receivable sub ledger by setting up new residents, entering of invoices, enters daily sales, receiving payments and preparing bank deposits. Sets up new client information including direct debit details, updates monthly rent logs and prints required reports. Calculates damage deposit refunds including any interest owing and prepare refund cheque.
2. Maintains the Accounts Payable sub ledger by setting up new vendors, entering of vendor invoices and producing payment cheques. Produces manual cheques for one-time purchases.
3. Responsible for handling and keeping accurate records of petty cash fund.
4. Maintains Meals on Wheels database by updating client information, entering daily meals, produces monthly invoicing and posting of payments.
5. Maintains Day Care ledger by posting charges and deposits, printing month-end statements and reports.
6. Assists with month-end procedures such as transfers, general journal entries and bank reconciliations.
7. Allocates and calls in relief staff to fill vacancies resulting from unfilled positions such as vacations, leaves of absence and sick leave in accordance with applicable collective agreements. Processes requests such as shift exchanges by forwarding documentation to appropriate authority for approval and communicate decisions to employees.
8. Maintains records on relief staff such as names, addresses, phone numbers, availability for work and suitable work area. Maintains timekeeping records on the computerized Scheduling package for regular and casual staff and submits to payroll system, inputs daily timesheet information. Updates and distributes staff schedules.

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9. Responsible to prepare and track internal and external job postings.
10. Miscellaneous office procedures including typing, filing and photocopying.
11. Performs other related duties as required.

QUALIFICATIONS:

A. Education, Training and Experience

Grade XII Commercial Graduate, including basic bookkeeping.

Minimum two years recent office experience.

Minimum one year relevant Health Care related work environment.

Working knowledge of QuickBooks, Simply Accounting, MS Word and MS Excel.

Knowledge of ComVida Scheduling program an asset.

B. Skills and Abilities

Typing 50 wpm.

Skill in the use of related office and computer equipment.

Ability to apply the principles of general office, typing and bookkeeping procedures.

Maintain confidentiality of information entrusted to the incumbent at all times.

Maintain an exceptional standard of very accurate and comprehensive record keeping and reporting.

Ability to communicate clearly and effectively both orally and in written work.

Ability to carry out duties efficiently and within time allotment

Demonstrated ability to establish and maintain effective working relationships with superiors, residents and the public.

Must be flexible and responsible to meet the demands of the position.

Must be a hardworking, be able to work independently, be diligent and be respectful and polite toward others.