



## Job Description

### Full Time Bookkeeper/Administrative Assistant

We're growing and we need the help of someone who can easily wear multiple hats. Half your time will be spent supporting the Path Found Project Manager and the other half supporting the CEO. Proficiency using QuickBooks is required as is attention to detail and the ability to get things done in a timely and efficient manner.

Term of Contract	Hours of Work	Salary
Contract – 3 years Full Time	Monday to Friday 35 hours per week Some travel may be required	\$19.00 to \$21.00 per hour 2 weeks paid vacation Paid time off at Christmas Wellness Plan
<b>Reporting Structure and Relationships:</b> <ul style="list-style-type: none"><li>This position will report directly to the CEO with support from Path Found Project Manager.</li></ul>		
<b>Deadline to Apply:</b> May 25 <sup>th</sup> , 2018 <b>Send resume and cover letter to:</b> <a href="mailto:info@voicefound.ca">info@voicefound.ca</a>		
<b>Essential Duties:</b> Office Administration <ul style="list-style-type: none"><li>Manage phone calls and correspondence</li><li>Organize travel, scheduling and other detailed projects</li><li>Maintain donor database</li><li>Provide other support as required</li></ul> Bookkeeping <ul style="list-style-type: none"><li>Accounts Payable, Accounts Receivable, Payroll and all related duties</li><li>Bank deposits and reconciliations</li><li>Ensure expenses are allocated to the appropriate funder</li><li>Create monthly financial statements</li><li>Prepare for the yearly audit</li><li>Work closely with the CEO and Board Treasurer to ensure accurate financial statements and funding reports</li><li>Track outcomes for funding partners</li></ul> Project Coordination: <ul style="list-style-type: none"><li>Assist in managing document and information distribution to key stakeholders</li><li>Provide support to project participants such as booking travel and accommodations</li><li>Assist with survey administration, data collection and reporting</li></ul>		
<b>Competencies:</b> <ul style="list-style-type: none"><li>3+ years office administration work preferred</li><li>Experienced in bookkeeping using QuickBooks</li></ul>		

- Ability to multi-task, prioritize effectively, and work collaboratively with other team members
- Demonstrated problem solving skills
- Ability to work to deadlines and under pressure
- Outstanding communication and organizational skills with a positive attitude and demeanor
- Detail oriented
- Excellent knowledge of Outlook, Word, and Excel
- Self Awareness

**Assets:**

- Bilingual (French/English)
- Assist training and First Aid/CPR
- Knowledge of the issues of child sex abuse, commercial sexual exploitation and human trafficking

**Personal Attributes:**

- Mature, empathetic and self-aware
- Respond sensitively and competently to the program participants cultural and socio-economic characteristics
- Work in a fast paced environment and maintain emotional control and professional composure at all times
- Creative and flexible – ability to problem solve

**Working Environment:**

- Secure and confidential office space in downtown Ottawa

**Application and Interview Process:**

- Submit cover letter and resume to [info@voicefound.ca](mailto:info@voicefound.ca) with the subject line 'Bookkeeper/Admin' no later than May 25<sup>th</sup>
- Selected applicants will be interviewed between May 30<sup>th</sup> and June 5<sup>th</sup>