

Voice Found.

JOB POSTING

Part Time Administrative Assistant

In this role, the incumbent will be responsible for supporting the Executive Director in day to day operations of a dynamic non-profit organization. Your primary focus will be coordinating bookkeeping functions and payroll with our external bookkeeping team.

Experience using QuickBooks Online is required. Bilingualism and experience working in a non-profit are definite assets.

Job Duties:

The primary duties of this position are as follows:

Bookkeeping

Working together with the CEO and our bookkeeping team you will be responsible for

- Coding and forwarding invoices to be paid using 'receipt bank'
- Coordinating payroll
- Organizing and maintaining complete files (accounts payable, employee expense claims, Visa reconciliations etc)
- Assisting CEO with financial reports to the Board of Directors
- Providing managers with monthly budget reports
- Following up with suppliers/vendors as required
- Assist with Year End financial tasks

Administration:

- Assist with maintaining policies/procedure manuals
- Take on responsibility of donor acknowledgement
- Order materials and supplies as needed
- Support the CEO with reports to funders
- Assist with travel and scheduling
- Provide other support as required

Education and Competencies

- College or University education in Business Administration or Bookkeeping
- Persons with lived experience or those with at least 2 years experience in a similar role do not require above education
- At least 2 years' experience working with QBO
- Knowledge of G Suite, Apple products and MS office
- 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

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Assets:

- Bilingual (English/French)
- Experience working for an NGO

Personal Attributes:

- Trustworthy and operate with the highest integrity
- Comfortable with change and the unknown
- Proactive, creative and flexible
- Problem Solver

All applicants will require a vulnerable sector check and 3 references.

About Voice Found:

We are a survivor-led national registered charity located in Ottawa. Our mission is the prevention of child sex abuse and commercial sexual exploitation. We support the healing and recovery of individuals and communities from the emotional, financial and social impacts of commercial sexual exploitation.

Along with education development and delivery, we provide services and support through the following programs:

The Hope Found Project: Services and support for persons who have been trafficked for the purpose of sexual exploitation.

The Clinic: Primary and preventative health care for persons at risk of, being or who have been trafficked.

Strength Found: Support for adult survivors of childhood sexual abuse.

Path Found: A survivor-led program that provides survivors of human trafficking with skills, knowledge and confidence to become meaningfully engaged in their communities.

Apply via email to: admin@voicefound.ca

Deadline to apply: October 16, 2020