



## AIR CADET LEAGUE OF CANADA - ONTARIO PROVINCIAL COMMITTEE Job Posting – **Bookkeeper/Administrative Assistant** – Sep 2018

A full time one-year contract position for a new position with the Air Cadet League of Canada, Ontario Provincial Committee (OPC). This position will be reviewed at the fiscal year end for such items as OPC funding, employee's organizational fit and performance. The contract may be terminated, renewed or converted to a full-time position following the one-year review. The salary range for the position will be part of an overall review for all staff positions.

An overview of the Ontario Provincial Committee (OPC) is available at [www.aircadetleague.on.ca](http://www.aircadetleague.on.ca).

The Bookkeeper/Administrative Assistant is responsible to:

- Maintain the financial books and records of the OPC under the direction of OPC Financial Services Coordinator (FSC).
- Handle office administration duties with a focus on Screening and Registration of OPC members under the direction of the Provincial Screening and Registration Coordinator (PSRC).
- Provide support as needed for the OPC Executive Director (ED).
- **Primary Financial Duties:** Maintain the OPC's financial books through QuickBooks including invoicing, accounts payable, accounts receivable, cheque processing, bank deposits, bank reconciliation, financial reports, audit support through an IT network.
- **Primary Administrative Duties:** Mail, filing, supplies, meeting set up, recording Secretary, contact with program stakeholders, Screening & Registration process file handling, OPC Website maintenance.

### Qualifications

#### Mandatory

- Significant business experience with the knowledge and ability to work with QuickBooks, including invoicing, accounts receivable, accounts payable, and journal entries. A minimum of two years of provable related relevant experience as a bookkeeper is mandatory.
- Strong skills using Excel spreadsheets (formulae, tables).
- Current technology and computer proficiency in MS Office (Word, PowerPoint, Publisher).
- Verbal and written fluency in English and experience in proofing correspondence.
- Demonstrated excellent communication skills (with adult training experience an asset).
- Proof of ability to multi-task, manage tight deadlines and thrive in a fast-paced office environment.
- Strong business ethics, professional conduct and responsibility to handle sensitive and confidential issues.

#### Preferred

- Ongoing experience within the charity/not-for-profit sector with knowledge of federal and provincial legislation affecting charities, Canada Revenue Agency requirements.
- Demonstrated experience in volunteer management, fundraising, marketing.
- Post-secondary education in relevant courses.
- Experience with the Air Cadet Movement or other youth organizations.

#### Working Conditions, Salary Range and Benefits

- Working primarily from OPC office in Markham. Occasional travel within Ontario may be required.
- 40 hours per week with a 30-minute paid meal time (37.5 hours work) and two fifteen-minute breaks with a slightly flexible work schedule required for some evening and weekend work as required.
- \$42,000 - \$50,000, commensurate with experience.
- Contract level company benefit package possible following probation.
- Two weeks annual vacation accrued monthly plus planned 2-week shutdown during December holiday timeframe.

Qualified applicants are to submit their resume and covering letter no later than 23:59 hours September 28, 2018 in PDF or Word format to the attention of: OPC Executive Director at [opcapplications@aircadetleague.on.ca](mailto:opcapplications@aircadetleague.on.ca). We thank everyone who submits their application for consideration but only candidates selected for interviews will be contacted. References will be required following the first successful stage. Screening using Sterling Backcheck prior to employment is a mandatory requirement. No phone calls please.