



Quinte Youth Unlimited (YFC) *Office Administrator Position Available*

Part time (25hrs) with full time option
Estimated starting date: January 1st 2022

PREAMBLE:

Since 1955 Quinte Youth Unlimited (Youth for Christ) has provided ministry to local children, teens and young adults. Our mission is to engage and equip youth to know and follow Jesus. Our ministry staff are supported by an office administrator who is retiring in early 2022. We are seeking a detail oriented, faithful, quick learner, flexible person to continue to support our ministry staff. Below is a summarized job description and expectations for this position.

GENERAL DESCRIPTION:

The office administrator is the centre point for data collection and reporting for our charitable not-for-profit organization. Top priorities are bookkeeping, human resources, office services, and administrative tasks. Details provided below:

Book Keeping:

- Data entry using programs such as Simply Accounting, Donor Software, Google Docs, Office Suite, SlickOne, etc
- Processing donations such as pre-authorized payments, monthly deposits, credit cards, etransfers, etc
- Bill payments, receive employee expense and mileage, prepare and distribute reports
- Maintain organizational donor database, create and distribute reports subject to departments needs
- Prepare and provide monthly and yearly reports such as bank reconciliation, remittances, RRSP's, deductions for employee benefits, payroll, ROE's, and more
- Financial communications such as government subsidies, receiver general, T4's, Canada Summer Jobs, etc

Human Resource:

- Maintain updated leadership lists including employees, volunteers and their screening requirements
- Provide reminders to employees and compliance reports to executive leadership

Office Services:

- Reception needs such as directing all types of communications, distributing information, mail, filing systems
- Oversee office including greeting visitors, cleaning, purchasing supplies, general problem solving

Administrative Tasks:

- General communications to partner database including mailings preparations, contacts lists, etc
- Administration training and maintenance for employees and department leadership
- Assist Executive Director with various tasks including staff events and celebrations, budget planning, general correspondence, etc
- Optional: Attend conferences and developmental training as needed and available

SKILLS REQUIRED:

Successful candidates should be able to demonstrate the following:

- Enthusiastic agreement and belief in organizational values and overall mission
- Bookkeeping experience minimum of 5 years
- Computer skills, including online banking, typing, data entry in variety of platforms and programs
- Strong relational and communication skills (written and verbal), self-directed, fast learner, flexible, problem solver, hospitable, confident, team player
- Able to make a long term commitment (3 year or more)

**Suitable candidates should submit their resume by email to
Colin Leaver (Executive Director) colin@qyu.ca or 613-969-0471 x.2**