

ECOLOGY NORTH



Employment Opportunity Position: Office Manager/Bookkeeper

Application deadline: December 13th 2020 at 11:59 PM MST

Please send cover letters and resumes to:

Ecology North
Attention: Dawn Tremblay
5016 50th Ave, Lower Level
Yellowknife, NT X1A 2P3
(867) 873-6019 | admin@ecologynorth.ca

to learn more about Ecology North, please visit <http://www.ecologynorth.ca>

Job Description

Ecology North is a local grassroots environmental non-profit organization. We have five staff in our downtown Yellowknife office. We pride ourselves in having a rewarding and interesting workplace, and a positive team environment.

Ecology North is looking for a dynamic, energetic, independent person to work as the Office Manager/Bookkeeper. The successful candidate will work on a variety of tasks in a fun but busy, fast-paced office environment. The Office Manager/Bookkeeper will be responsible for bookkeeping, and making sure the office runs smoothly. Contributing to diverse environmental initiatives in the realms of: environmental education, water stewardship, climate solutions, local food production, and waste reduction is inevitable.

The successful candidate will be an experienced administrator, with a keen interest in the environment. They will have strong multi-tasking skills, excellent communication skills, and be proficient with computer and general office equipment. Experience using bookkeeping software is a requirement for this position. The Office Manager/Bookkeeper is responsible for overseeing staff and ensuring that the day-to-day administrative resource needs of the Ecology North office are met in a consistent and timely manner. Ecology North is willing to train the right candidate. The Office Manager/Bookkeeper will be the first point of contact for the public and must be able to represent Ecology North in a professional manner.

Tasks

Specifically, the Office Manager will oversee:

Bookkeeping and Financial Reporting

- Accounts Payable and Accounts Receivable;
- Payroll, payroll remittance preparation and review;
- Maintenance of accrued vacation, sick, and flex time schedules, and employee benefits;
- Bank Reconciliations;
- Collecting and preparing money for deposit;
- Tracking petty cash and ensuring proper documentation;
- Visa Reconciliation and management;
- General Ledger review and maintenance;
- Annual filings (monthly remittance, Charity Return, Corporate Registries);
- Approve the budgets in final reports before submission to funding bodies as per contribution agreements;
- Work with budgets and project accounting;
- Work cooperatively with Ecology North staff and board and/or auditors to ensure procedures and reporting systems follow good accounting standards;
- Quarterly review of all projects and ensure project managers are on task, timeline and budget; and
- Collaborate with and provide mentorship and support to staff when they need.

Office Administration

- Coordinate regular staff meetings;
- Monitor cash flow and ensure timely bank deposits including but not limited to membership fees, donations, petty cash, rent-a-plate service, intermittent events or other sources of small cash;
- Maintain up-to-date bank deposits and print out the deposit sheet;
- Coordinate cheque signing and cheque distribution;
- Coordinate day-to day office organization by troubleshooting and rectifying technical issues as they arise, maintaining well stocked stationary supplies, improving physical or process systems where possible, facilitating or encouraging staff to maintain a clean and organized office environment; and
- Assist all staff members when requested with general administration.

Human Resource Management

- Assist the Executive Director with updating contracts, conducting interviews and hiring;
- Provide orientation to new staff;

- Schedule exit interviews with outgoing staff and the Executive Director;
- Participate in the HR committee;
- Ensuring staff timesheets are submitted on time; and
- Provide project support, specifically in terms of project management and financial tracking assistance, to staff at the discretion of the Executive Director.

Communications

- Answer the Ecology North phone, and administration e-mail messages and ensure that inquiries are directed to the appropriate person; and
- Assist with the bi-weekly publication of EN news using Mailchimp.

Ecology North Members and Other Services

- Lead Ecology North rent-a-plate service by monitoring reservations, pick-ups and payments and ensuring that the plates are cleaned, and organized [Currently suspended due to COVID-19];
- Lead the vermi-composting service by maintaining healthy worms or delegating this task and facilitating members in obtaining worms when they visit the office;
- Ensure thank-you notes are written and distributed for donations, as per donor recognition policy;
- Maintain the membership database and maintain communication of the good work of Ecology North to members;
- Work with the Executive Director to develop and implement an annual membership and fundraising plan that will build on current charitable donations from the public and membership.

Events

- Coordinate the annual AGM, and provide support to coordinators of other annual events.

Skills Required

- Excellent oral and written communication skills;
- Excellent planning and project management skills;
- Excellent computer literacy skills, including word processing, and spreadsheets;
- Have an understanding of Sage 50 desktop version;
- Ability to multi-task and prioritize work in a fast-paced environment; and
- Ability to work effectively in teams as well as independently with minimal supervision.

Aptitudes

- Enjoy working with a wide variety of people, including adults and children;
- Be able to work occasional evening and weekend hours with notice;

- Be self-directed and independent;
- Be a cheerful voice and face of Ecology North;
- Have a keen interest in the environment;
- Have an attention to detail; and
- Have a keen interest in promoting a positive team environment for staff.

Educational Background and Experience

A university or college degree with courses in administration or finance/bookkeeping. At least two years of work experience and/or a combination of education and experience.

Term of Employment

This position is full-time (30-37.5 hours per week) one-year contract. Salary is \$30.77/hour.

Anticipated Start Date

Monday December 21st 2020, or as soon as possible.

The position is based in Yellowknife, Northwest Territories.

At the final stage of screening, after interviews but prior to signing a contract, all potential candidate(s) will be required to produce a vulnerable sector check to ensure that no prior conviction may present an impediment to working with vulnerable people.