



Albion Neighbourhood Services
Administrator of Operations – Maternity Leave Contract (Non-Union)
Internal / External Posting

Albion Neighbourhood Services is currently seeking an Administrator of Operations.

Established in 1971, Albion Neighbourhood Services (ANS) is a non-profit/charitable organization that works in partnership with the community to enhance peoples' lives through the delivery of programs, services and supports that are engaging, accessible and responsive.

TITLE: Administrator of Operations

POSITION SUMMARY:

The Administrator of Operations provides all necessary administrative supports to the Executive Director, Designate and Bookkeeper. The Administrator of Operations ensures effective administrative operations of Albion Neighbourhood Services (ANS), consistent with ANS policies and procedures. This position will directly report to the Executive Director or, designate.

ROLES / RESPONSIBILITIES

Administrative Responsibilities:

- Provides administrative support to the Executive Director, Designate and Bookkeeper.
- Prepares documentation/packages and refreshments for Board, Committees and staff meetings.
- Attend and actively participates in all relevant meetings.
- Provides correspondence, reports and other documents as requested.
- Creates, maintains and updates personnel files of all staff, volunteers, Board members, and service locations.
- Files and maintains confidential records.
- Develops, maintains and updates supply inventory.
- Coordinates maintenance of office equipment.
- Assists staff with any administration/benefits matters.
- Prepares and records control of charitable receipts.
- Responsible for mail distribution, preparing outgoing mail and making shipping/courier arrangements.
- Ensures maintenance of sites (e.g. repairs, pest control).
- Assists in the coordination of cell phone contracts/cell phone repairs etc. in supporting the IT Manager.
- General clerical duties including photocopying, scanning, emailing, filing, faxing and mailing when necessary.
- Other duties as assigned.

Personnel, Payroll and Banking:

- Collects staff timesheets weekly and coordinate assistance.
- Processes regular, vacation and sick time reports for all staff.
- Processes, balances and reconciles all payroll and benefits.
- Plan administrator of benefits, insurance and LTD.

- Clarify and liaise with the bookkeeper to ensure accuracy of accounts.
- Process, maintain and organize all employee forms (separation, T4's, etc.).
- Balance monthly remittance to insurance carrier.
- Responsible for the management/caretaking of staff HR files.
- Receive all ANS bills and expenses so that they can be journalized/paid out
- Review and verify invoices and requisitions for disbursements.
- Ensure all disbursements are backed up with receipts and/or requisition forms.
- Prepare monthly invoices using 'Simply' accounting software, ensuring proper coding.
- Produce and submit cheques to the appropriate individual for signature.
- Sort, pick up and mailing cheques using postage meter.
- Abide by Financial Policies and Procedures.
- Prepare personnel contracts according to funding and budget upon approval by the Executive Director.
- Responsible for the on-boarding/off-boarding of staff. This includes the distribution of employee packages, confirming completion of packages, creating HR files and scanning/forwarding packages to the finance department for payroll purposes.
- Register new staff/ volunteers.
- Process and submit Police Checks for staff/ volunteers.
- Reconcile and prepare monetary transactions for deposit by bookkeeper.

EDUCATION / EXPERIENCE

- Diploma or, degree in administration or equivalent work experience.
- Proficiency in MS Office, with expertise in Microsoft Word and Excel.
- Detail oriented and comfortable working in a fast-paced office environment.
- Exceptional customer services, interpersonal and communication skills.
- Excellent organizational and time management skills.
- Ability to work well in both, an independent and team environment.

All interested candidates are asked to submit a copy of their cover letter and resume to:

Attention: Lisa Kostakis, Executive Director

Email: lisa@albionservices.ca

Application Deadline: Monday, June 14th, 2021

Salary: Competitive salary

Hours per Week: 37.5

Supervisor: Executive Director

Albion Neighbourhood Services in an equal opportunity employer.