

JOB DESCRIPTION



Title	Finance/Administrative Assistant		
Department	Finance/Administration	Created By	Finance Coordinator
Reports to	Finance Coordinator	Approved By	
Hours/Week	20 hours (4 hours/5 days)	Date	May 10, 2018

Job summary

Provide administrative, bookkeeping and clerical functions in support of the Finance Coordinator and Executive Assistant. Maintain confidentiality and integrity of donor, accounting, and funder records.

Summary of essential job functions

- Provide daily administrative, bookkeeping and clerical support, working with and in support of the Finance Coordinator.
- Prepare and make weekly bank and credit card deposits and process refunds for Richmond Cares, Richmond Gives Society (RCRG) and Richmond Community Foundation (RCF).
- Record donation and fundraising transactions in the RCRG donor database and RCF records. Prepare charitable tax receipts or thank you letters as appropriate.
- Perform bookkeeping duties for RCRG in Sage Accounting software, such as verifying, coding, recording, posting and processing day-to-day transactions under the direction of the Finance Coordinator. Record deposits and prepare cheques for approved expenditures in accordance with established procedures.
- Print and file month-end reports.
- Maintain files, set up new folders/binders as needed and box and label old files for storage.
- Respond to any payment enquiries and missing credit card deposits/receipts.
- Backup to the front desk for lunch and emergency coverage.
- Maintain office furniture and key inventory.
- During absences of the Administrative Assistant – RCRG, assist the Executive Assistant in performing necessary administrative functions (cheque requisitions, etc.).
- Attend Caring Place Tenants Council meetings and liaise with Caring Place administration on building matters.
- Update First Aid kit and office earthquake kit contents annually.
- Any other duties requested by the Finance Coordinator and Executive Assistant.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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Minimum education and experience requirements

- High school graduation plus 3 years prior administrative experience in an office
- Bookkeeping, spreadsheets, and cash handling experience
- Experience with Sage 50 an asset
- Experience with donation receipting and Giftworks an asset

Skills and abilities required

- Proficient with MS Office tools (including excel), Access and Outlook
- Able to multi-task, set priorities, maintain confidentiality and work independently
- Detail oriented, decisive and accurate
- Careful attention to month-end cut-offs

Certificates, Licenses, Membership requirements

- Valid BC Driver's Licence

Additional information

- Must successfully complete a Police Information Check
- Must be able to work flexible hours during the Christmas Fund Season (November-December)
- May occasionally require the use of personal vehicle – business insurance required

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