

**RENFREW COUNTY UNITED WAY  
EMPLOYMENT OPPORTUNITY**

**Job Description**

**POSITION TITLE:** Administrative Assistant, Part-Time (3 days) on contract basis.

**RESPONSIBLE TO:** and under the direct supervision of the Executive Director and under the management of the Executive Committee.

**MAJOR AREAS OF RESPONSIBILITY:**

1. To provide telephone and reception services for the United Way office.
2. To provide secretarial and clerical services for the United Way office, and as required to the Board of Directors.
3. To provide bookkeeping services for the United Way organization.
4. To keep the financial records of the corporation based on Simply Accounting and prepare records for the annual audit.
5. To assist with the annual United Way campaign as required.
6. To work with other office staff to achieve the goals and mission of the corporation.

**RESPONSIBILITIES AND DUTIES:**

1. To provide telephone and reception services at the United Way office by performing and/or administering such duties as:
  - answering all telephone calls, transmitting messages and making phone calls.
  - greeting all walk-in public.
  - referring questions from the public to the appropriate United Way official when necessary.
  - filing, organizing, processing or referring all incoming mail as appropriate.
  - mailing out letters, forms, minutes, budgets, information and other material as required.

2. To provide and/or supervise secretarial and clerical services for the United Way by performing and/or administering such duties as:
  - typing letters, reports, minutes from meetings, notices, charts, lists, and other miscellaneous items as required.
  - taking minutes at assigned meetings e.g. committee meetings as requested.
  - organizing Board and committee meetings as requested by phoning appropriate members, sending notices, arranging for space, typing agendas, etc.
  - operating and maintaining office equipment such as photocopier, typewriter, calculator, answering machine, computer, etc.
  - organizing and maintaining a filing system.
  - making travel and accommodation arrangements as requested.
  - securing bingo volunteers from funded agencies and community and coordinating bingo schedule to meeting corporation's bingo licence obligations.
  - designing charts, graphs, and forms.
3. To provide accurate bookkeeping services by providing and/or administering such duties as:
  - preparing and depositing all monies received throughout the year and during the campaign.
  - Preparing cheques for signature for agencies' quarterly payments.
  - paying accounts payable as approved in the budget (see outline in cheque-writing procedures)
  - maintaining accurate payroll records.
  - issuing payroll cheques, monthly deductions-at-source remittances.
  - maintaining an accurate petty cash fund.

- maintaining an accurate, up-to-date manual and electronic bookkeeping system.
  - performing a bank reconciliation on each account at the end of every month.
  - preparing licence applications, reports, and bank reconciliations as per Stafford Pembroke Bingo Country requirements.
  - maintaining up-to-date record of pledges received and those outstanding.
  - issuing receipts for payroll deductions (year end).
  - organizing all receipts and bookkeeping systems for annual audit.
4. To assist with the annual United Way campaign as required.

**SKILLS AND KNOWLEDGE REQUIRED:**

- an ability to act with tact, discretion and honesty when dealing with all aspects of the organization's affairs.
- proficiency with the Simply Accounting program.
- computer experience, including proficiency with the Microsoft suite of programs.
- organizational and bookkeeping skills.
- ability to work unsupervised when necessary and to handle a varied workload.
- ability to deal easily and effectively with the public and with Board members.
- ability to work easily and accurately with numbers and with funds.
- effective written and oral communication skills.
- Must submit positive police background check as a condition of employment (employer can provide letter of acknowledgment to waive fee)

**DRESS CODE & APPEARANCE:**

- Dress and appearance shall project an image of professionalism to the general public.

**Location:** 1330 Pembroke Street West, Unit B, Pembroke, ON K8A 7A3

**Salary:** \$15.00/hour, no other benefits

**Schedule:** Flexible hours depending on the activities of the organization; hours to synchronize with other staff member to ensure coverage in office.

**How to Apply:** Cover letter and resume to be submitted by mail or e-mail at [unitedw2@nrtco.net](mailto:unitedw2@nrtco.net)

**Apply By:** February 17, 2012

**Contact:** David Studham, Executive Director, Renfrew County United Way, [unitedw2@nrtco.net](mailto:unitedw2@nrtco.net)