

Administrative Assistant

SUMMARY OF RESPONSIBILITIES

General Responsibilities:

The Administrative Assistant reports directly to the Executive director and works in collaboration with all other staff members and volunteers. The Administrative Assistant is responsible for providing general bookkeeping, administrative and information support to the Executive Director (ED), Program Coordinator and other staff members.

Specific Responsibilities:

Bookkeeping

- Perform basic bookkeeping tasks on Sage software including:
 - Processing all payment received:
 - Issuing receipts
 - Recording all payments, including but not limited to cash, cheques, credit cards, e-transfers, and internet payments into Sage based on current chart of accounts.
 - Recording all invoices received into Accounts payables
 - Preparing cheques
 - Preparing and making bank deposits
- Perform basic payroll tasks:
 - Collect and print time sheets from all staff members
 - Create time slips in Sage
- Coordinate with board member for second signature on cheques.
- Mail cheques in a timely manner

Donor Administration:

- Gather donations information for entering into Sumac:
 - Review all sources of donations including mail, in person and online.
- Enter all donors' information into Sumac in a timely manner, including:
 - Donor personal information, including personal or business address depending on donation type
 - Donation details, including date, purpose and payment form
 - All contact points between VTRA and donor including donation (or grant) requests, invitations to events, attendance, etc. based on information supplied by VTRA contacts
- Create donation tax receipts and other acknowledgement documents when appropriate.
 - Mail merge
 - Save in dedicated and protected space
 - Print for signature

- Mail out.

Administration:

- Provide general administrative support including but not limited to:
 - Preparing for Board of Directors meetings by printing agendas, minutes, reports and other documents as required
 - Monitoring telephone and visitor requests and/or directing requests to appropriate parties
 - Opening mail and refer to appropriate parties
- Providing administrative related support to fundraising events. This may include monitoring sales, inventory of goods for sale.
- Perform data entry tasks into Sumac as needed.

Communication:

- Provide general communication support including but not limited to:
 - Assisting in the management of VTRA website and FB site – i.e. preparing and uploading regular updates,, coordinating photos and other material for posting to both sites
 - Assisting with the generation of the VTRA Newsletter – coordination and editing of content, posting to web site, distribution via Mail Chimp.
 - Maintaining accurate distribution lists on Mail Chimp
 - Maintaining information/notice boards in clubhouse and barn
 - Assist with other communication responsibilities, including but not limited to surveys administration, on-line research as might be requested by team members.

Job Requirements

Strong organizational skills

Effective communication skills both verbal and written

Flexible and willing to help where needed.

Detailed-oriented

Team oriented

Experience and knowledge in MS Office (Word, Excel, PowerPoint, Outlook)

Bookkeeping basic knowledge

Assets include:

Knowledge of Sage Accounting Software

Knowledge and experience with Wordpress, Mailchimp, Facebook, Twitter and Instagram