

AIDS Thunder Bay Job Description



ADMINISTRATION CO-ORDINATOR

The Administration Co-ordinator is a management position assisting the Executive Director concerning financial policies and reporting. The position serves as primary recorder and generator of financial data for AIDS Thunder Bay. The position supervises the Administration Assistant. In addition, the position oversees the physical plant and material needs of the agency office.

ACCOUNTABILITY: Reports to the Executive Director.

FINANCES AND ADMINISTRATION: Responsible for all aspects of bookkeeping and proper financial management for the agency. Assists with financial policy and procedure development. Ensures compliance, prepares financial reports and meets reporting and remitting requirements, where appropriate, to granting and other government and related agencies. Creates and maintains administration files relating to financial matters. Participates with Executive Director in budget preparation and the financial aspects of grants writing. Prepares financial reports for the board - including regular monthly financial - and agency as required. Prepares financial information for the Annual Report and the agency's Annual General Meeting. Liaise with the agency's auditor to prepare working papers and Annual Financial Statements. Makes recommendation on the annual appointment of official auditor. Liaise with board Treasurer as appropriate. In accordance with financial duties outlined above, liaise closely with Fund Development Coordinator to ensure all accounting and financial control aspects of fund-raised projects are developed and implemented. Assists with ATB fund-raising activities as appropriate.

HUMAN RESOURCE MANAGEMENT: Responsible for all aspects of payroll for the agency. Acts as liaison with benefit plan provider. Maintains appropriate payroll, benefit and employment files for all staff. Conducts annual benefit review. Supervises the Administration Assistant. Maintains employee timesheets.

PHYSICAL PLANT/OFFICE RESOURCE MANAGEMENT: Assists Executive Director in development and implementation of office procedures. Ensures adequate inventory of office supplies, recommends purchases. Co-ordinates office purchases, asset acquisitions and disposals, equipment maintenance, physical plant maintenance and appearance. Ensures distribution of agency mail. Assures appropriate insurance and controls are in place for security of physical plant, assets and personnel access and responds appropriately. Liaises with landlord regarding lease and facility issues.

REQUIREMENTS:

- Minimum five years demonstrated bookkeeping and financial management experience.
- Knowledge and experience preparing for financial audits.
- Experience working in the not for profit environment an asset.
- Experience with financial compliance of provincial and federal government granting agencies

and ministries desirable.

- Demonstrated high level knowledge of computerized word processing, spreadsheet, accounting and data base programs and willingness to learn related agency computer software programs. Working knowledge of Paymate and Adagio accounting software programs an asset.
- General office management and procedures required.
- Working knowledge or basic understanding of computer servers and LAN helpful.
- Ability to work as part of a team.
- Ability to adjust to flexible schedule, meet deadlines.
- Basic understanding of HIV/AIDS with a willingness to learn new AIDS related information. Must be comfortable with diverse populations and people with alternate lifestyles.
- Able to work independently in a busy and sometimes stressful environment.
- Ability to understand and implement appropriate self-care.

OTHER: Acts as backup recording secretary to the board of directors. Oversees maintenance of board related documents and records. Participates in coordination of agency annual general meeting. Other duties as deemed important and appropriate by the Executive Director and/or the Board and mutually agreed upon by all parties.

AIDS Thunder Bay “Culture”

Within a structure of providing professional programs and services and within the framework of written policies and guidelines – AIDS Thunder Bay has a culture. We work with a broad spectrum of the general public - and several highly stigmatized populations including Aboriginals, street people, substance and drug users, and gay, lesbian and transgendered individuals. We frequently advocate with and on behalf of those who may not have an effective voice. We operate with a social and economic justice perspective. We embrace harm reduction in addressing the complexities of addictions. We are a not-for-profit organization and a registered charity.

We are a non-unionized workplace – extending respect equally to employees, clients and volunteers. Everything we do arises from community needs and community response to those needs. And we have been doing this for 24 years. All of the details above contribute to our agency culture.

Send cover letter, resume & three references to:

Executive Director

AIDS Thunder Bay
574 Memorial Avenue
Thunder Bay, ON P7B 3Z2

Deadline for applications: February 5, 2010 – 4:30 PM

Email: info@aidsthunderbay.org