



**GEORGIAN BAY
BIOSPHERE**
MNIDOO GAMII

Position: Financial & Administrative Assistant

Location: Parry Sound, Ontario

Start Date: Flexible

Term: Part-time, one-year contract with strong possibility of extension.

Hours: Flexible (10-25 per week)

Wage: \$20.00-\$23.50/hour, commensurate with experience

Position Description

The Financial and Administrative Assistant will support the Georgian Bay Mnidoo Gamii Biosphere in the areas of finance, payroll, and administration. The successful candidate will work closely with the Accounting and Payroll Administrator in managing daily accounting operations in the areas of accounts payable, accounts receivable, payroll, and more. They will also assist with office administrative tasks such as maintaining office supplies, filing, and asset management.

Responsibilities

Bookkeeping & Financial Supports

Providing financial administration support for Georgian Bay Mnidoo Gamii and partner organizations including GBB's social enterprise - Generations Effect. Tasks include:

- Administration of accounts payable and accounts receivable
- Bank and credit card reconciliation
- Data entry into bookkeeping software and Microsoft Excel
- WSIB reporting

Administration Supports

Provides administration supports for GBB and Generations Effect to facilitate efficient operations of these entities.

- Administrative tasks including answering and directing phone calls and inquiries from the public, some scheduling of meetings and assisting with preparing meeting materials
- Track IT and office equipment
- Provide payroll supports including expense claims, payroll processing, etc.
- Filing physical and electronic records, such as contracts, invoices, and payments
- Prepare tax forms for staff and honorarium recipients
- Office supply management and coordinate office maintenance as needed
- Other duties as assigned

Required Qualifications

- We value real experience. If you can demonstrate an aptitude for this work and have the necessary associated skills, we will consider your application;
- Undergraduate degree or diploma in accounting, business or bookkeeping is considered an asset or equivalent experience.
- Reside, and be legally entitled to work in Canada

Skills and Experience

- Experience with MS Excel, Windows, Word and Google Suite
- Familiarity of QuickBooks online considered an asset
- Organizational and time management skills
- Attention to detail with high degree of accuracy
- Team-player who can also work independently
- Experience working in an office environment an asset

To Apply

Please email resume and cover letter as one PDF document to Ruth Beattie at accounts@georgianbaybiosphere.com by **October 4, 2023 at 5:00 pm**. Only successful candidates will be contacted.

GBB's hiring and standard employee policies and procedures recognize and uphold anti-racist, equitable, and inclusive processes. GBB welcomes and encourages applications from people with disabilities. If you would like to apply to a job, are scheduled for an interview, or have been offered a position within GBB and require accommodations and/or accessibility measures, please email to request.