

Office Administrator

Employer: The Kensington Conservancy

Posted: 1 months ago

ES Job ID: 15994

Sector(s): Office & Administration

Salary: 36400

Closing Date: November 08, 2024

Location: Desbarats

Duration: Full Time

Job Description:

Job Title: Office Administrator

Job Location: Desbarats

Pay Rate / Hour: A salary \$36,400 to \$45,500 per year depending on experience and qualifications.

The Kensington Conservancy is a charitable land trust that protects ecologically sensitive land in the St. Joseph Channel area. We are currently requesting applications to fill our vacant Office Administrator position. The successful candidate will be integral to the day-to-day operation of the organization.

Duties and Responsibilities Financial Administration

- Maintain donation records and prepare tax receipts using a customer relationship management system.
- Maintain the general ledger using bookkeeping software.
- Process invoices and manage accounts payable and receivable.
- Assist with budget preparation and track expenditures.
- Prepare various financial reports.
- Prepare documents for audit purposes.
- Manage payroll for the organization.
- Conduct bank transactions.
- Prepare monthly bank and investment account reconciliations.
- Assist with grant administration.

Membership & Engagement Administration

- Maintain the TKC Membership Directory.
- Develop relationships with members and community partners.
- Create and manage various membership lists.
- Assist in the development of creative fundraising initiatives.
- Prepare fundraising and thank you letters.
- Assist in the development of content for newsletters, annual reports, email marketing and social media.
- Assist in the organization and implementation of community engagement events and programs.

Office Administration

- Oversee the day-to-day functioning of the office, ensuring that administrative processes run smoothly.
- Greet visitors and answer phone calls.
- Coordinate services, including utilities, cleaning, and snow removal.
- Oversee office supplies to ensure resources are available when needed.
- Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines.
- Assist in the organization and coordination of special events at the office.

- Maintain filing systems and ensure the proper retention, protection, and disposal of records.
- Assist with the upkeep of TKC's website.
- Support the recruitment, onboarding, and training of new employees.

Other

- Perform other administrative-related duties as assigned.

Position Details

- This is a full time, permanent position.
- The Office Administrator reports to the Executive Director.
- The position will be primarily based at The Kensington Conservation Centre in Desbarats, Ontario. Remote work may be approved on occasion.
- The standard work week is 35 hours occurring Monday to Friday between 8:30am and 4:00pm.
- A salary \$36,400 to \$45,500 per year depending on experience and qualifications.
- Access to an annual health spending account.
- Training for some aspects of the positions will be available.
- Paid time off provided during the winter holidays.
- Some occasional evening and weekend work may be required.

Required Skills:

- Experience in bookkeeping, including managing accounts payable and receivable, reconciling bank statements, and maintaining accurate financial records.
- The ability to keep track of multiple tasks simultaneously.
- Strong verbal and written communication skills.
- Strong attention to detail.
- The ability to work well both as a team member and independently.
- The ability to complete tasks on schedule and properly prioritize work.
- Proficiency in using office software and database management.
- Experience providing excellent customer service.
- Comfortable tracking office budgets, expenses, and supplies.
- Ability to plan, coordinate, and execute projects or events.
- An appreciation for our natural environment and a willingness to help further our conservation efforts.

How to Apply:

To apply, please send your cover letter and resume in one document via email with the subject \"Application - Office Administrator\" to:

Carter Dorscht, Executive Director
carter.dorscht@kensingtonconservancy.org

Applications will be accepted until November 8, 2024 at 4:00pm EST.

The Kensington Conservancy welcomes applications from individuals of all backgrounds and experiences. Our organization is committed to promoting diversity, equity, and inclusive practices. If you require any accommodations during the selection process or have any questions about the position, do not hesitate to contact us.