



JOB DESCRIPTION: ADMINISTRATIVE COORDINATOR

Reporting to the Executive Director, the Administrative Coordinator is responsible for a variety of supportive functions in our office. This is a part-time position of 20 hours per week.

The Administrative Coordinator is someone with passion and drive, who can ensure that our standard of excellence is maintained in the office, online, and at in-person events. Under the direct supervision of the Executive Director, the Administrative Coordinator provides support by managing various internally-based projects, assists with outreach and coordination of external events, and provides administrative support with day-to-day office operations. The Administrative Coordinator must be available to work evenings and weekends on occasion for special meetings and events.

RESPONSIBILITIES

Office Administration

- Provide confidential administrative support, as directed by the Executive Director, such as website updates, file maintenance, data analysis and compilation, and maintain order and organization in office operations.
- Respond to and manage general inquiries courteously, and provide high-quality customer service, including but not limited to processing and monitoring payments, answering or redirecting incoming phone calls or emails, and managing messages.
- Attend monthly board meetings and record accurate minutes for review and approval.
- Order office supplies.
- Process incoming correspondence, and get approvals as necessary.
- Provide feedback to the Executive Director on a variety of subjects including annual budget preparation, event planning, and other initiatives.

Financial & Bookkeeping

- Manage all bookkeeping tasks in Sage 50, including regular backups of records. This includes entering all payables and receivables, generating invoices, collecting payments, printing cheques, email money transfers, and credit card processing.
- Process biweekly employee payroll, annual T4 slips, and records of employment. This includes managing remittances and filing them.
- Submit quarterly GST/HST filing with CRA and calculate proper rebates on non-profit HST filings.
- Monthly reconciliation of bank, credit card statements, and cash boxes.
- Work with the Executive Director to gather all required documentation for the annual audit, and work directly with third-party auditors to complete the audit process each year.
- Generating monthly income statement, balance sheet and general ledger for Executive Director and Board of Directors to review.
- Prepare bank deposits and cash reports, and replenish cash floats as required.



Downtown Dollars

- The administrative coordinator is responsible for the day-to-day management of our Downtown Dollars program. This includes ordering, sorting and completing inventories of our Downtown Dollars supply.
- Tracking incoming and outgoing Downtown Dollars in Google Sheets.
- Entering Downtown Dollar transactions in Sage 50.
- Monthly Downtown Dollar reconciliations.
- Visiting member businesses as required to collect redeemable Downtown Dollars.

Special Events

- Work with the Executive Director and Marketing and Events Coordinator to search for and book vendors as required.
- Invoice and collect vendor fees.
- Attending events to assist attendees may be required.

PROFESSIONAL SKILLS

- Post-secondary education, relevant certificate or demonstrable work experience.
- Experience in office administration, including office reception is an asset.
- Proficient in computer skills, specifically with Sage 50 and Google Workspace.
- Experience in cash handling, balancing, and basic accounting knowledge.
- Demonstrated organizational and administrative abilities.

COMPETENCIES

- Excellent interpersonal skills with a professional and helpful demeanour.
- Excellent organizational skills with the ability to multitask and great attention to detail.
- Excellent problem solving skills, innovative and adaptable.
- Excellent written and oral communication skills.
- Experience in recording and transcribing.
- Self-directed with the ability to prioritize work and meet deadlines.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT

- Office environment and team concept.
- Outdoor/off property.
- Maintain confidentiality.
- Provide a criminal record check.



ABOUT THE DOWNTOWN TRURO PARTNERSHIP

Truro is an energetic, growing town known as the "Hub of Nova Scotia" because of our central location. Our downtown core offers an idyllic blend of small-town charm and a thriving, modern business community. The Downtown Truro Partnership and the Town of Truro have a unique partnership focused on enhancing the downtown in both appearance and activity. Through an area rate charged to the member businesses, the Town provides the core funding to the Downtown Truro Partnership for the many projects and activities conducted annually that add to the vibrancy and attractiveness of the downtown core.

DIVERSITY STATEMENT

The Downtown Truro Partnership values equity, diversity and inclusion. We seek applicants who are passionate about growing our downtown core, and have backgrounds that reflect our community.

All interested candidates should forward a resume and cover letter to ed@downtowntruro.ca we thank all applicants however only those selected for an interview will be contacted.

Application deadline: Friday March 1st 2024 at 4:30 PM