

## Job Description

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### Bookkeeper & Administrative Assistant

#### Reports To

Chief Executive Officer

#### Summary

The Bookkeeper & Administrative Assistant is responsible for all reception tasks and administration support to the CEO and other staff as required. Accounts Receivable and Accounts Payable tasks are also a primary function of this role. This role has the option of working either 4 or 5 days per week.

#### Job Duties

##### *Bookkeeping Responsibilities:*

- Provide accounting support for the SCC, SCC Foundation, SFLN, CCES, as well as any other accounts.
- Accounts Receivable – prepare and send member invoices, and other receivables as necessary through Chamber Master. These invoices are for membership dues, event registrations and sponsorships.
- Receive payments and process refunds.
- Prepare deposits and create a report for Cogent’s verification.
- Code all Accounts Payable invoices (except Events) and issue payment as per the annual Budget/CEO approval and Chart of Accounts.
- Arrange cheque signatures and mail payment to suppliers.
- Prepare monthly Balance Sheet and Income Statement, including GST and Payroll Remittances, to be verified by Cogent.
- File Annual Returns with ISC.
- SFLN and CCES – invoice members annually.
- Work with Director of Events on post-event financial analysis.
- Maintain accounting processes and procedures and update manual as required.
- Coordinate information for year-end audit.

##### *Administrative Assistant Responsibilities:*

- Reception duties - Greet guests, answer the main SCC telephone line, properly handle incoming inquires via email or phone, handle/open mail & couriers, order office and kitchen supplies, maintain boardroom and meeting room.
- Coordination and booking of CEO’s meetings, conference calls, travel, logistics and calendar.

- Provide administration support to staff as required.
- Chamber Master – ensure all member contact information is correct and maintained,
- Maintain a spreadsheet to track media coverage of SCC.
- Event specific duties as required, including creating name tags, and tent cards, sit at registration desks, sit in certain sessions to take notes and assist with ABEX seating arrangements and dietary requests.
- Organize a silent auction in conjunction with the SCC Annual Conference, send letters soliciting items for the auction as well as create the packages, bid sheets, collect payment, etc.
- Other duties and projects as required by the CEO.

#### *ABEX Responsibilities:*

- Assist with table assignments and communicating table numbers to guests.
- Coordinate dietary requests.
- Process ticket sales and refunds as needed.
- Provide budget updates.
- Create sponsor invoices.
- Other tasks as required.

## Qualifications & Education Requirements

- 3-5 years' Accounts Payable and Receivables experience in a professional office environment.
- 1-3 years' experience handling reception responsibilities in a professional office environment, providing administrative support to all levels of staff, and possessing knowledge of all general office procedures.
- Proficiency in QuickBooks, Microsoft Suite and CRM tools, proficiency in spreadsheets and databases is also a requirement.
- Must be flexible, be comfortable working independently and work well in a team environment.

## Preferred Skills

- A high level of integrity is required as this position will be exposed to confidential and sensitive information.
- Strong verbal communication and interpersonal skills.
- Excellent organization skills and the ability to prioritize and meet deadlines.
- Professional telephone etiquette.
- Multi-tasking skills.

## Working Conditions

- This position works mainly in the SCC office at a desk.
- Sitting for long periods of time and long hours at a computer are typical for this role.



- Attend meetings outside of established working hours when necessary.
- Travel to SCC events (local and out of city), including overnight stay and weekend work is also part of this role.
- This role may be required to work more than a 40hr work week during major events. Please refer to the Employee Handbook Policy on Overtime policies.

Reviewed by Staff:		Date:	
Approved by CEO:		Date:	
Last Updated:			