

Title: **Finance and Administrative Assistant (part time, 20 hours per week**

Date Posted: Thursday, September 5, 2024

Closing Date: 5:00pm. Monday, September 16, 2024

COMPANY DESCRIPTION:

The Hastings and Prince Edward Learning Foundation (HPELF) is a registered charity that provides programs and resources that enhance student learning, well-being and achievement. We believe that all students should have the support they need to overcome barriers and realize success so that they can actively participate in their school life. Current programs offered by HPELF include Food for Learning, the Student Emergency Fund, and Sharing Cupboards.

JOB FUNCTION:

The Finance and Administrative Assistant provides support to the Executive Director to fulfill various duties that ensures the efficient day to day operations of The Learning Foundation.

JOB RESPONSIBILITIES:

- Data management and entry (enter all revenue, gifts in kind, generate revenue reports, issue tax receipts)
- Process requests for payments and fund transfers
- Assist with the preparation of quarterly financial summaries
- Provide admin support for audit preparation
- Meeting minutes for various committees and Board of Directors
- Arrange meetings and prepare meeting packages
- Prepare correspondence (emails, thank you notes, letters)
- Support event planning and coordination
- Other administrative duties as assigned by supervisor

QUALIFICATIONS & SKILLS:

College diploma in bookkeeping, accounting, office administration or equivalent education for finance and clerical skills.

Past experience in an office setting.

- Solid understanding of basic bookkeeping and accounting principles
- Ability to calculate, post and manage accounting figures and financial records
- Strong data entry skills; experience with Raiser's Edge a strong asset
- High degree of accuracy and attention to detail
- Effective time management, multi tasking and flexibility
- Proficiency in writing and speaking English. French language an asset
- Presents a positive and professional image for the organization

Salary: \$22.50 per hour (*compensation also includes paid time off, flexible work schedule, hybrid work opportunities, and professional development opportunities*)

Applications will be accepted up to date and time of closing date noted above. Please forward resume and cover letter to:

Executive Director

The Hastings and Prince Edward Learning Foundation

156 Ann Street

Belleville, ON K8N 3L3

Email: kbrace@hpedsb.on.ca

Thank you to all applicants for their interest. Only those selected for an interview will be contacted.

The Hastings and Prince Edward Learning Foundation is committed to a qualified workforce that is representative of the diversity of the people of Ontario. We welcome applications from candidates with diverse backgrounds and lived experiences as a member of a marginalized groups.

The Hastings and Prince Edward Learning Foundation is committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process please make them known when contacted and we will work with you to meet your needs.