**Position Office Administrator/Bookkeeper**

**Position Description**

**We are currently seeking an experienced Administration Assistant and Bookkeeper to become part of our collaborative team dedicated to our Mission Statement**: *To provide compassion, support and care to patients and loved ones in dealing with end of life experience, grief and mourning. We require all employees to demonstrate our core values:* We work with integrity and respect in all our relationships, support our community with compassion and empathy, and accept and embrace the diverse experience of grief and loss.

**This is a developing role managing a small office of 16 employees, and has flexible hours for the right person with the right aptitude. 35 hours/week, typically Monday to Friday 8:30-3:30, with some evening and weekends required.**

**Qualifications and Experience**

***You are the first person people speak to when calling the Hospice Society. The successful applicant must have a high degree of empathy, outstanding client service skills, and feel comfortable in an emotional, sensitive work environment.***

* Experience and training in Office Administration/management with the ability to maintain an efficient office setting
* Proficient in Microsoft Office (Excel, Word and Outlook)
* Proficient in SAGE 50 accounting software
* Government remittances including: payroll, PST and WorkSafe BC
* Strong understanding of Bookkeeping, Bank Reconciliations and deposits
* Knowledge in Canada Helps donor management system an asset
* Experience and passion for working in non-profit organizations

**Role and Responsibilities**

* Greet clients and visitors and manage phone system
* Maintain positive relationships with staff, volunteers, stakeholders, and donors
* Process bi-weekly payroll with Payworks-prepare ROEs and T4s
* Bank Reconciliation for accounts payable and receivable
* Reconcile Thrift Store accounts
* Prepare and make bank deposits
* Purchasing/ordering supplies for office, program and store; maintain inventory
* Maintain manual and computerized information filing systems
* Year-end procedures i.e. documentations to accountant, file annual report and archiving files
* Manage donations and tax receipting
* Update office procedures when required
* Assist with and participate in fundraising and program events

**What you bring to this role**

* Dedicated professional with excellent written, verbal and communication skills
* Demonstrate strong understanding of confidentiality procedures
* Ability and desire to participate within a collaborative and co-operative team environment
* Take initiative, prioritize tasks and have excellent organizational skills
* Have a natural and demonstrable sense of empathy and compassion

**What this role offers you**

* A supportive, team environment
* Benefits package(dental/vision/extended) after three-month probation
* Paid vacation-starts at 3 weeks
* Employee Assistance and Wellness program
* On-going training opportunities for professional development
* Participation in Hospice Society events such as annual appreciation dinners
* Store Discount
* Starting wage $26.50/hour

**To apply**, please email your Resume and Covering letter to lindsey@ridgemeadowshospice.org