



Prince George Hospice Society

Position: Finance Administrative Assistant (Part-time)	Dept: Solace Centre	Reports to: Finance Director
Current Incumbent:	Job Level: Admin.	Date: June 2017
<p>SUMMARY OF THE ROLE RESPONSIBILITIES</p> <p>Reporting to the Finance Director, the Finance Administrative Assistant is responsible for providing bookkeeping and administrative support to the Finance Director, assisting in the business operations of Rotary Hospice House, Solace Centre, Fundraising Events and Hospice Resale Shop, and providing support for special projects as assigned by the Finance Director.</p> <p>KEY AREAS OF RESPONSIBILITY</p> <p>Accounts Payable</p> <ul style="list-style-type: none"> Verifies, processes, codes and posts source documents to accounts payable ledger, including vendor statement processing <p>Accounts Receivable</p> <ul style="list-style-type: none"> Accepts donations and bill payments Prepares bank deposits and delivers it to the bank Assists with mailing and distribution of payables and donation receipts Produces reports as needed Prepares spreadsheets for Resale Sales Assists with lottery reconciliations and data entry for lotto sales Responds to enquiries and collection of donations and per diems <p>Administration</p> <ul style="list-style-type: none"> Assists with answering phones, transfers phone calls, and records messages Assists with receiving and directing visitors Creates, changes, produces and maintains various forms Prepares reports and documents as requested by Finance Director Provides Human Resources support as requested by Finance Director Maintains electronic and hard copy of commonly used documents Handles requests for information and data Assists with collection of donation box at Rotary Hospice House Assists with promotions, printed materials and brochures Other duties as required 		
Manager's Signature:		Date:
Incumbent's Signature:		Date:

Position: Finance Administrative Assistant – Solace Centre

Key Competencies

- Excellent written and verbal communication skills
- Excellent time management, organization, and prioritization skills, and able to meet deadlines
- Takes pride in producing timely, accurate work, with close attention to detail
- Excellent customer service orientation
- Honest, and has the ability to determine appropriate level of confidentiality for all issues (what issues and level to share, and who to share info with)
- Demonstrates confidentiality in all matters,
- Uses sound judgment when applying principles and policies
- Demonstrates compassion and a sensitivity and understanding of issues unique to Hospice and Palliative Care
- Demonstrates a respectful, friendly and professional manner when dealing with guests, family members, co-workers, and the public
- Works well independently, and as a team member

Qualifications – Education and Experience

- Grade 12
- Post secondary education in relevant area of study
- Proficient in Microsoft Office Suite
- Experience operating standard office equipment
- Knowledge of clerical and administrative procedures and systems, such as filing and record keeping
- Knowledge of principles and practices of basic office and finance management
- Certificate in Administration and Bookkeeping an asset
- Experience using MOIS an asset
- Experience using Adagio accounting system an asset
- Experience using Donor Recognition software an asset