

CORPORATE SERVICES ASSISTANT

Reports to: Corporate Services Manager

Last Updated: June 28, 2022

Job Summary

The primary activity for the Corporate Services Assistant will be to provide support to Hospice Quinte in the area of accounting, payroll, facilities, and IT. The Corporate Services Assistant will provide backup support to the Corporate Services Manager and the Administration and Donor Relations Coordinator and works in the reception area of the Stan Klemencic Care Centre. Responsibilities include administrative accounting assistance, payroll assistance, facilities, and IT assistance, as well as greeting and screening visitors, accepting deliveries, answering phone calls, making phone calls, helping with meeting room set up, and other administrative duties. In addition to screening visitors, this position will follow all organizational COVID protocols as well as ensure contact tracing.

Job Qualifications

Education

- Post-secondary diploma in Business Administration or Accounting programs or related work experience

Experience

- 1-3 years of experience working in an office environment
- Experience with accounting software and current payroll legislation an asset
- Non-profit accounting experience an asset including budgeting and charitable donation receipting practices

Knowledge, Skills, and Abilities

- Strong people skills with focus on collaborative work style
- Excellent interpersonal skills including effective networking and listening skills
- Excellent analytical, organizational, administrative, and time management skills
- Ability to work independently and with supervision
- Excellent communications (verbal/written) and problem solving skills
- Ability to create and maintain good working relationships with a variety of internal and external constituents
- Ability to multi-task and set priorities with a sense of urgency to achieve goals
- Proficiency working with Microsoft Office Suite of Products
- Ability to understand and learn new technology programs
- Ability to manage periods of standing, sitting, and ability to lift up to 10kg

Key Responsibilities

Payroll and Accounting

- Provide administrative accounting and payroll support
- Acknowledge, accept, and receipt charitable donations
- Use Sage50 Pro Accounting and SageHR for assigned accounting and payroll duties
- Use DonorPerfect for donation processing

Administration Activities

- Greet and screen visitors to the Stan Klemencic Care Centre
- Accept deliveries and ensure they are delivered to the correct department/person, assist with meeting set up, answer incoming phone calls and assist with making phone calls when required
- Provide administrative support to the Corporate Services Manager
- Provide back-up for Administration and Donor Relations Coordinator
- Other duties as assigned

Corporate Services

- Facilities and IT support activities as assigned

Organizational Responsibilities

- Participate and contribute to encourage and support activities which promote effective team functioning throughout Hospice Quinte
- Participate in assigned Hospice Quinte activities, events, and committees
- Demonstrate appropriate boundaries with staff, volunteers, clients, and members of the community
- Attend meetings, conferences, and training as required
- Maintain professional and ethical standards for handling confidential information
- Accept other duties as required

Working Conditions

- Ability to work 20 hours a week during regular office hours of Monday through Friday between 9am and 5pm – days of work or hours can be flexible as long as scheduling works well with the Corporate Services Manager and Administration and Donor Relations Coordinator.