

Job Title: Finance and Administrative Assistant

Hours: Full-time

Salary: \$40,000 - 45,000 (Hourly range: \$21.98 - \$24.73 per hour), plus benefits and pension after 6 months.

The Whyte Museum of the Canadian Rockies is looking for an outgoing, experienced, detail-oriented finance, and administrative assistant to contribute to the smooth and efficient operations of one of Canada's most important small museums and archives.

Reporting to the Chief Executive Officer and Chief Financial Officer, you will coordinate the diverse activities of an energetic staff of 20 people. You will be the operational heart of the organization, ensuring clear and timely communications, encouragement, and feedback to make sure things run smoothly. You will also be responsible for coordinating bookkeeping, payroll, and various administrative tasks.

Administrative Tasks:

- Scheduling meetings
- Assisting with special events
- Ordering and maintaining office supplies
- Responsible for mail, postage machine refills
- Ensure office equipment such as copier and mail machines are in good working order
- Taking minutes at Board and other meetings
- Ensuring timely and friendly bookings and rentals for facilities
- Following up with community engagement

Financial Tasks:

- Bookkeeping: AP/AR, reconciliations, journal entries, invoicing
- Process cheques and various bank deposits
- Bi-monthly payroll submission to payroll company
- Benefit coordination
- Assist with staff records (vacation days, sick days)
- Assist with short term rental bookings

- Work with CFO for financial reports
- Various other duties as required

Qualifications:

- Exceptional time management skills
- Strong written and verbal communications
- Three to five years' experience in office management
- Appreciation of the non-profit cultural world
- Experience with bookkeeping and payroll
- Knowledge of accounting software (Quickbooks) and Microsoft Office
- Knowledge of office equipment: photocopiers, computers, and databases
- Discretion and experience dealing with confidential matters

All interested applicants please apply to: humanresources@whyte.org with subject title Re: Finance and Administrative Assistant by January 19th, 2021.