



## **BOOKKEEPER /ADMINISTRATIVE ASSISTANT**

The Bookkeeper/Administrative Assistant is responsible for accurate, efficient administration of all financial and administrative activities for the organization. Duties include bookkeeping, accounts payable and accounts receivable, banking, records management, purchasing, budget and financial reporting and overall clerical support. This position calls for someone to manage multiple priorities, meet deadlines as well as demonstrate excellent organizational, and effective interpersonal skills.

Superior administrative support is expected to ensure the efficient operation of the office. Supports the Executive Director in a variety of tasks related to operational and Board administration and communication. Responsible for confidential and time sensitive material.

### **Qualifications:**

- Post-secondary Degree or Diploma in Business, Accounting or Finance
- 2+ years of practical experience with a College certificate in Accounting or related.
- Policy development, grant application and records /dictation management experience
- Advanced computer software skills in Microsoft Office suite
- QuickBooks proficiency
- Superior planning, problem solving, project management and organizational skills
- Effective communication skills (both written and oral)
- Able to work independently and contribute as a team player
- Positive attitude, able to demonstrate emotional intelligence and strong interpersonal skills

Please submit your resume, cover letter and references in confidence, outlining how your skills match the job summary and qualifications by **Friday September 24<sup>th</sup> at noon (12:00 pm)** to:

- [executivedirector@nimkee.org](mailto:executivedirector@nimkee.org)