



## OFFICE COORDINATOR

The Office Coordinator is responsible for providing direction and day-to-day coordination of the PFC Office, including finance, information technology, database administration and program logistics functions.

### Key Responsibilities:

- Coordinate all day-to-day bookkeeping including coding and posting receivables and payables, depositing cheques, expense management, payroll reporting and administration;
- Ensure automation of bookkeeping processes including: pre-authorized payments, digitization of staff expenses and vendor invoices and payment, and online membership contribution payments
- Liaise with the outsource accountant who is the primary source for bank and credit card reconciliation, trial balance, completion of financial reports and internal review of bookkeeping processes
- Provide logistical support to PFC programs and events including logistics for webinars, lunches, conferences and symposia and for printing publications
- Coordinate the membership renewal invoicing process
- Add new member profiles to the Salesforce database and update member database as needed
- Coordinate with IT provider. Ensure licenses are up-to-date. Maintain list of software licenses and renew or cancel as per the decision of the staff team
- Ensure effective coordination of office logistics and administration

### Academic Qualifications:

- Post-secondary education or training in Accounting
- Professional development courses/workshops in Human Resource Management and Accounting

### Experience:

- Experience with QuickBooks Online and Salesforce
- 3 - 5 years' experience minimum:
  - in the non-profit sector
  - in positions focusing on bookkeeping and operations support

### Expertise:

- Has excellent written and verbal communication
- Is a positive person and has strong interpersonal skills
- Keeps thorough records, maintains a clear and organized filing system
- Is detail-oriented and thorough when completing tasks
- Is able to juggle multiple tasks and projects while meeting all deadlines
- Is able to successfully work with groups with multiple interests, objectives and perspectives
- Is able to work independently and as part of a team
- Demonstrates good judgment and effective decision-making skills
- Is able to resolve conflict and build consensus

### To Apply:

Please submit your resume and a cover letter expressing your interest in the position in both English and in French by email to: [pfchiring2018@gmail.com](mailto:pfchiring2018@gmail.com) before **Tuesday March 13, 2018 by 5:00 PM.**