



Business Administration Support

The Business Administration role is responsible for supporting business initiatives that maximize client impact and operational excellence.

All duties will be carried out in a manner consistent with the Mission Statement and the Policies and Procedures of The Children's Link Society.

Hours and Salary:

This position and the hours are flexible and can be done remotely.

Hours: 12hrs week

Salary: \$24-\$27.50 hour (based on experience)

General Team Expectations

- Ensure all clients and staff have access to needed information and resources
- Attend staff meetings, team meetings and scheduled training sessions
- Communicate appropriately and effectively with all team members
- Respect and follow office procedures and protocol
- Effective utilization of all resources critical to the operation of The Children's Link Society
- Ensure client confidentiality
- Identify and participate in annual professional development opportunities

Key Accountabilities

- Administer processing, payment, and receipts for the fee for service program
- Administrative tasks
- All payroll functions including managing staff timesheets (payroll is to be processed two business days before the 1st and the 15th).
- Process new hires and issues ROE's when needed
- Administer benefits program for salaried employees
- Process Accounts Payable / Receivable
- Process Expense Reports
- Reconcile Visa Statements with receipts and code to appropriate program
- Record and make bank deposits
- Reconcile bank statements
- With the Executive Director, support the creation of the annual organizational budget
- Create and prepare accurate monthly financial statements for the Board and committee
- Attend Risk and Finance committee meetings as required
- Prepare Year End documentation for Auditor
- Ensure Charitable T3 Return is done and filed with the CRA (confirm with ED and Board Treasurer)
- Prepare and keep an up-to-date filing system
- Prepare and support Auditors with Schedule B (grant) reporting

- Prepare detailed income/expense report for various program keeping sensitive client and agency data confidential
- Prepare Casino (AGLC) and Canada Jobs financial reporting
- Support grant reporting to financial reporting to donors
- Report to and keep Directors informed at all times
- Issue Charitable Receipts and keep ledge of Charitable Receipts compliant with CRA

Knowledge of:

- Conflict resolution and problem-solving skills
- Experience administering payroll and Accounts Payable and Receivable
- Strong knowledge of Quickbooks
- Experience with grant reporting and analytics
- Experience with non-profit audits and reporting

Attributes:

- Empathetic Listener; compassionate
- Strong interpersonal, organizational, event planning, and communication skills
- Self-starter and creative thinker
- Honesty and integrity
- Accountability

We thank you for your interest in this role. Please send your resume and cover letter to Eryn.dewald@childrenslink.ca (video format works too!)

If you require an accommodation to apply, please contact Eryn Dewald, at eryn.dewald@childrenslink.ca for assistance.

Children's Link is committed to employment equity and encourages candidates from diverse backgrounds, abilities, and experiences to apply. For this position, we want to emphasize that lived experience with disability is regarded as directly relevant to the competencies required for the position.

