

Office and Accounts Manager

Escarpment Biosphere Conservancy

Regular, Full Time

Toronto based, hybrid

Annual Salary: \$45-60K per annum, depending on experience. 3-month probationary period

Reports to: Chair or the Chair's Designate

Job Description

Escarpment Biosphere Conservancy (EBC) is a non-profit charitable land trust that has helped to protect over 21,000 acres in Ontario. EBC's mandate is to establish, maintain and manage a system of nature preserves in the area of the Niagara Escarpment for present and future generations, and we achieve this goal through generous donations from our network of supporters and other funding partners.

With a strong emphasis on donor relations, finance and accounting the Office and Accounts Manager will be a key member of EBC's team providing administrative support by organizing and managing the routine functions of the office. As the Office and Accounts Manager you will be responsible for overseeing EBC's accounting, payroll, and banking functions, and also maintain donor lists and membership services. It is anticipated you will identify opportunities to automate existing functions and outsource work to contractors or employees. The Office and Accounts Manager will ultimately be responsible to prepare quarterly and annual financial statements and budgets, in collaboration with staff and EBC's accountant.

Key Responsibilities:

- Create Quarterly Financial Statements and Annual Statements
- Assist staff and EBC's auditor with financial plans and budgets and the preparation of audited statements.
- Act as first point of contact by monitoring the main email account for the organization and handling telephone inquiries to the main number, providing service to EBC's donors and supporters and directing individuals to the appropriate colleague.
- Receive, sort and distribute incoming mail and prepare and deliver outgoing mail.
- Assist with the issuing of Official Donation Receipts for all donations. Verify instructions from donors, code gifts, enter into the database, run reports, issue thank-you letters and tax receipts and file as appropriate, including oversight of the new donor management system, expected to be Little Green Light
- Perform routine accounting and bookkeeping, using QuickBooks. Once automated, it is anticipated the Office Manager will delegate this function to a junior employee, under their management.

- Manage monthly payroll using the new ADP system including assuring remittance of payroll taxes and other deductions.
- Provide administrative support for events and programs throughout the year, including on-site assistance.

Expectations:

- Demonstrate discretion when working with confidential information.
- Lead by example, demonstrating integrity, creativity, and enthusiasm in achieving results.
- To be able to perform most tasks without direct supervision.
- Periodic travel required to attend meetings and events.
- Valid Ontario driver's licence an asset.
- Some flexibility in work hours.

Qualifications:

- Between 4-6 years of relevant experience. Experience with not-for-profit, an asset.
- Post-secondary degree, ideally an MPA, business administration, or other educational background demonstrating an interest in accounting, finance, not for profits, charities, and customer service or donor services.
- Excellent organizational and time management skills with ability to multi-task and prioritize with the ability to change priorities seamlessly throughout the day.
- Strong attention to detail and professional communication skills (oral and written).
- Advanced knowledge and proficiency with Office 365 (Word, Excel, Power Point, Outlook, Publisher, and Teams) and Adobe, to prepare financial statements, budgets and other communications in a comprehensible way.
- Familiarity with the Canada Revenue Agency Registered Charities Policies and Procedures.
- Exceptional interpersonal skills, demonstrating appreciation for each of EBC's donors, members, and partners in the performance of all of their duties.

Forward resume by 8:00pm on Friday March 10, 2023 to:
info@escarpment.ca

Both a resume and cover letter are required. Please quote "Office and Accounts Manager" on resume and cover letter. Resumes/letters must be submitted in pdf format.

Anticipated Start Date: Immediately

We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please.