The Dunnville Youth Impact Inc, a non-profit Christian organization based in Dunnville, ON, is seeking a highly organized part-time (with the potential of becoming full-time) Office Manager. The Centre aims to provide a safe place for students through weekly programming, mentorship, tutoring and yearly events. We aim to “equip youth for life’s journey”, by providing teaching and life skill lessons through our various programs and activities. We want to see the next generation make a huge impact, making Dunnville an even stronger and healthier community.

The Office Manager takes primary responsibility for managing the administrative functions of the Dunnville Youth Impact’s day-to-day office management and bookkeeping. Because this position balances a variety of responsibilities, a high degree of flexibility, a professional attitude, significant initiative and attention to detail are required. The ideal candidate will have an understanding of bookkeeping principles in a non-profit environment, computer literacy and a commitment to service. If the individual does not have experience in bookkeeping, but has the passion and the ability to learn, that is also an ideal candidate.

JOB DUTIES

Job Responsibilities

Bookkeeping

* Create and monitor the organization’s annual and program budgets
* Prepare monthly financial reports for the Executive Director and quarterly reports for the Board of Directors
* Prepare financial reports for grants and other funding
* Manage all bookkeeping functions including A/R, A/P and payroll
* Process receipts daily, making bank deposits at least weekly
* Maintain accounting files in a neat and orderly manner
* Assist off-site Accountant in preparing the program’s federal and state taxes and reports
* Assist in preparing the program’s annual financial statement

\*Please note: If you do not have the experience in booking, but have the willingness to learn and love to grow and develop because of your passion behind office administration, please apply as well.

Administration

* Design, implement and maintain the Dunnville Youth Impact’s office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
* Process new hires and ensure compliance with new hire reporting requirements
* Maintain personnel files in a neat and orderly manner
* Monitor employee benefits, including administration of plans as needed
* Provide for maintenance of office machines (e.g., printer, copier, WIFI, phone system, security system) as needed
* Maintain the Dunnville Youth Impact’s files both physically and electronically
* Provide additional administrative and volunteer support to the Dunnville Youth Impact Programs as needed
* Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
* Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
* Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
* Completes operational requirements by scheduling and assigning employees; following up on work results.
* Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
* Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
* Contributes to team effort by accomplishing related results as needed.

#### ADDITIONAL INFO

Compensation & Benefits

* Wage: Salary
* Hours a week: 20 hours per week
* Office Hours: Monday to Thursday from 9:00am to 2:00pm
* Self-Improvement Allowance
* Flexible hours
* Paid entrances to conferences and volunteer experiences

#### SKILLS REQUIRED

Skills/Requirements

* Bachelor’s degree in a related field or equivalent experience required
* Proficient in QuickBooks Online (the willingness to learn), Microsoft Excel, Microsoft Word
* and Google Drive
* Experience budgeting
* Demonstrates integrity and honesty, to present accurate and appropriate information, and to exercise excellent judgment in regard to confidential information
* Outstanding interpersonal and communication skills, both oral and written
* Highly organized and able to multi-task
* Efficient in an environment with evolving priorities
* Works well independently as well as with a team
* Supply management
* Informing others
* Tracking budget expenses
* Delegation
* Staffing
* Managing processes
* Supervision
* Developing standards
* Promoting process improvement
* Inventory control
* Reporting skills