



Regional
HIV/AIDS
Connection

Employment Opportunity

Receptionist/Bookkeeping Assistant

Full Time, ongoing

Salary Range \$28,000 - \$33,500

Regional HIV/AIDS Connection (RHAC) is a volunteer driven, non-profit, community-based organization serving London and the six surrounding counties – Perth, Huron, Lambton, Elgin, Middlesex and Oxford. We are a community-inspired organization dedicated to enhancing the quality of life for individuals and diverse communities living with, at-risk for or affected by the challenges associated with HIV/AIDS. Our philosophy includes adherence to The Ontario Accord/GIPA (Greater Involvement of People Living with HIV/AIDS), anti-racism/anti-oppression, sex positivity, principles of harm reduction, holistic health and civil society.

PRIMARY PURPOSE OF THE POSITION AND ROLE

The Receptionist/Bookkeeping Assistant will contribute to effective service delivery by ensuring all departments have access to administrative and operational support via the direction of the Director of Operations. This position is stationed at the main reception of RHAC and it often the first impression of the organization. Effective customer service skills are essential. The Receptionist/ Bookkeeping Assistant will be required to comply with all organizational policies and procedures and adhere to occupational health and safety requirements. Specific duties and responsibilities will include, but are not limited to, the following:

RESPONSIBILITIES:

- Ensure guests to the agency are received in a professional, respectful and friendly manner
- Ensure phone calls are answered and directed to appropriate personnel and/or provide information to callers as appropriate
- Collect statistical data related to agency service delivery
- Coordinate meetings, special events, conferences and professional development opportunities
- Maintain administration handbook and agency policy manual
- Participate in event committee work, agency fundraising and/or awareness campaigns
- Provide administrative support to all departments
- Train and supervise volunteers and student placements involved in administrative duties, including: reception, filing, data entry, photocopying, fax etc.

Bookkeeping Assistant Functions:

- Utilize Simply Accounting for, prepare payables, receivables, bank reconciliations, bank deposits
- Administer and balance petty cash
- Assist supervisor with financial reporting as required

Administration:

- Troubleshoot issues with office equipment and arrange for service as needed
- Maintain employee access to and train staff on equipment and update programming functions as required
- Distribute incoming mail, faxes and ensure outgoing mail and courier services are completed daily
- Prepare meeting minutes
- Track and file all HR related documents
- Maintain adequate office supplies

Qualifications:

- Minimum 2 years administrative experience
- Experience with bookkeeping for non-profit organizations including: accounts payable/receivable using Simply Accounting
- Advanced office skills including: filing systems, reception skills, equipment maintenance and administration, IT troubleshooting
- Excellent multi-tasking, task/time management, problem solving and organizational skills
- Strong interpersonal, verbal and written communication skills
- Ability to work with diverse and/or marginalized populations
- Ability to work well both independently and in a team environment
- Crisis intervention skills
- Understanding of issues related to HIV/AIDS/HCV
- Flexibility to work occasional evenings and weekends in a variety of social and physical settings
- Valid driver's license with regular access to a reliable vehicle for work related duties an asset

**Cover letter and résumé may be submitted electronically to hr@hivaidconnection.ca
Application deadline is Friday, March 14th, 2014 at 4:00 p.m.**

Regional HIV/AIDS Connection is an equal opportunity employer. We strive to build an inclusive workforce that reflects the rich diversity of the community we live in. To this end, we encourage applications from persons living with HIV/HCV, members of GLBMSMT2S communities, individuals from First Nations, Inuit, and Métis communities, members of diverse ethno-cultural communities, and persons with dis/abilities.

We appreciate all submissions, however only those to be interviewed will be contacted.

No phone calls please.