



**Ontario AIDS Network**

## **Ontario AIDS Network (OAN) Administrative Assistant**

**Position type:** Part time  
**Job Region:** ON – Metro Toronto Area  
**Location:** Toronto  
**Years of Experience:** 2 years

### **Job Posting Administrative Assistant**

The Administrative Assistant, reporting to the Manager of Finance and Administration of Ontario AIDS Network the position will work 22.5 hours per week. Some of the roles and responsibilities include but are not limited to:

1. Perform the day to day processing of accounts payable and accounts receivables transactions to ensure that finances are maintained in an effective, up to date and accurate manner

#### Accounts Payable:

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Process backup reports after data entry
- Run the weekly cheque payable and prepare for mailing
- Maintain updated accounts payable filing invoices
- Prepare Credit cards reconciliation

#### Accounts Receivables:

- Process all payments received, including credit card transactions
- Preparing bank deposits and delivering to bank on a regular basis
- Bank reconciliation
- Providing support for the direct mail campaign and preparing and mail tax receipts for donors

## 2. Administrative assistance

- Office supplies (inventory/ purchase)
- Taking minutes and make arrangements for Financial committee meeting
- Booking Office space and meeting room

### **Qualifications:**

- 2 years bookkeeping experience, experience with Simply Accounting software,
- Sound knowledge of generally accepted accounting principles
- Strong computer skills essential, including excellent knowledge of Excel and proficient in MS Word and Outlook.
- Must have a strong attention to details.
- Good communication skills
- Organizational skills with the ability to prioritize competing demands

Qualified people living with HIV/AIDS are strongly encourage to apply for the position. Resume and cover letter, quoting the reference **Administrative Assistant** in the subject line of the email by August 23, 2015.

Start date September 7, 2015.

Please forward resume and cover letter to **[rgarcia@ontarioaidsnetwork.on.ca](mailto:rgarcia@ontarioaidsnetwork.on.ca)**

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