



Position: Administrative/Bookkeeping Assistant

Organization: Organic Alberta

Location: Edmonton

Are you one of those people who is always the most organized person in the room? The one that everyone relies on to hold it all together and make things happen? Are you passionate about organic food and interested in helping Alberta farmers to be more successful? Are you a team player? Are you a little obsessive about every detail, and do you get a thrill of satisfaction when the numbers all add up? We are looking for a friendly, out-going and well organized administrative/bookkeeping assistant who can juggle multiple projects with superb accuracy without losing their sense of humour. The ideal candidate has strong administrative, problem solving and member service skills. This is a .4 position with the flexibility of working two full days or four half days per week. You will report to the Executive Director.

Duties and Responsibilities:

General Admin Support, such as:

- Support Organic Alberta staff with clerical tasks
- Answering telephones and connecting callers with the appropriate information and/or people
- Creating meeting agendas and taking notes
- Light office cleaning (vacuuming, dusting, dishes)
- Other activities as needed to support the Organic Alberta staff and programs

General Membership Support, such as:

- In cooperation with the communications coordinator, prepare the Annual Report and send out welcome packages and annual donation letters
- Prepare for the Annual General Meeting including development and mailout of package

General Day to Day Bookkeeping Support, such as:

- Accounts receivable and payable
- Assisting staff in completing expense claims
- Assisting in preparation of financial reports
- Track supplier contracts for various projects
- Other tasks as required

Required experience and qualifications:

- A business or secretarial school diploma, or equivalent experience
- A minimum of three years administrative experience
- Excellent written and verbal communication skills
- Strong attention to detail and excellent organizational skills
- Experience with email, MS Word and Excel. Insightly and/or Mail Chimp would be an asset
- An interest in organic food and agriculture is a must
- QuickBooks Online experience and/or training would be an asset
- Agronomic experience and/or knowledge of organic production practices is an asset but not required
- Experience in the not-for-profit sector is an asset
- Ability to work additional hours during busy times of the year an asset, but not required

Please submit your resume with a cover letter to Becky Lipton, Executive Director at becky.lipton@organicalberta.org. Competition will remain open until a suitable candidate is found.