

POSITION DESCRIPTION – Administrative Assistant/Bookkeeper

Accountability

The Administrative Assistant position reports to the Executive Director and provides administrative support to all Ringette Alberta staff as outlined in the job description and as determined by setting of priorities on a weekly basis.

Work Location and Schedule of Work Hours

This position is an 8-month limited term position and not eligible for the Ringette Alberta benefits package. It is for twenty hours per week which are required to be worked at the Ringette Alberta offices in the Percy Page Centre sometime during regular business hours of 8:30 – 4:30. The actual schedule of hours and days of work will be established through discussion with staff and the Executive Director and may be subject to change from time to time.

Responsibilities

Overview:

This position provides administrative support, as needed, to all Ringette Alberta staff, as outlined in the job description and as determined by weekly priority setting with staff and subject to approval by the Executive Director.

Details:

1. Administrative Support for Events

This includes those events that Ringette Alberta is staging or has involvement in. Examples of duties may include: creating game schedules, booking hotels, verifying information about officials and/or coaches, logistics for Board meetings or membership meetings, assist with tournament sanctioning requests, etc.

2. General Office Administration

This may include assisting with annual inventory, helping troubleshoot technical challenges for volunteers or registrants, administrative support to staff during registration and season start-up, receiving packages at shipping and receiving, etc.

3. Bookkeeping

This includes processing accounts payable and receivable invoices, reconciling bank accounts/credit cards and financial reporting

4. Document Creation Support

This may include assisting with the creation of the Member Association Handbook, assisting with policy templates and/or policy format changes

The Administrative Assistant is also required to contribute to a Healthy Workplace Culture and perform other administrative duties as may be assigned by the Executive Director from time to time.

Qualifications

The following are required qualifications:

- Some familiarity with ringette activities in the province of Alberta.
- High comfort level with learning different software programs.
- Experience using Google and Microsoft platforms (e.g. Outlook Express, shared Google Drives, etc.)
- Experience with Simply Accounting software.
- Ability to be given a project and work independently.
- Exceptional written communication skills.
- Strong organizational and time management skills.

The following are considered assets:

- Some knowledge of national coaching and/or officials requirements.
- Use of RAMP registration software used by Ringette Alberta.
- Demonstrated successful record of providing administrative support.