



CLIMAtlantic.ca

Job Title: Administrative Assistant and Bookkeeper

Organization: CLIMAtlantic Inc.

Location: virtual, must be within commuting distance to Sackville, NB

Pay: \$50,000 to \$60,000/year (depending on education, experience), excellent benefits plan

Hours: 37.5 hours/week (flexible)

About Us

[CLIMAtlantic](#) is a non-profit organization that is part of a national network of climate services centres.

CLIMAtlantic supports adaptation in the Atlantic region by identifying champions, builds relationships, shares information, leads where necessary and creates a space for all those interested in building resilience to the impacts of climate change.

About Our Opportunity

As the Administrative Assistant and Bookkeeper, you will be responsible for invoice payment and invoicing others, administrative support wherever needed, including keeping track of reports to funders of programs delivered by CLIMAtlantic. This position is primarily virtual but needs to be based within commuting distance to Sackville, NB.

Working closely with the Executive Director, you will focus on budgets and project report organizing, fundraising, and report writing. You will also be responsible for accounts payable and accounts receivable, payroll, etc. Familiarity with Quickbooks is required.

Qualifications and Expertise

- At least 2 years experience with Quickbooks, online accounting software and cloud-based payroll processing
- Experience in the nonprofit sector is strongly preferred
- Attention to detail and excellent time management skills
- Excellent written and verbal communication skills
- Must be creative, self-directed, and organized with a proven track record of working both independently and collaboratively
- Experience with Google Suite, Slack messaging
- Knowledge of office administration and clerical practices
- Committed to confidentiality, professionalism and accountability
- Please also identify additional skills not listed which you think could be assets in this role

Your responsibilities will include:

- Performing day-to-day accounting activities by maintaining records, ensuring timely data entry, completing project and program related billings, compiling and analyzing account information, processing bank reconciliations, processing payments, posting journal entries for all programs
- Managing accounts payable and accounts receivable through various payment gateways to ensure that accounts payable are paid in a timely manner and that accounts receivable are received in a timely manner

- Preparing bi-weekly payroll including but not limited to: updating employee payroll records, entering timesheet hours/ overtime/ vacation/ etc., maintaining accurate employee payroll records, issuing payroll, generating T4s and ROEs
- Posting of all deposits in online accounting software Quickbooks
- Gathering, organizing and analyzing financial materials and working closely with the Executive Director (as well as other project leads) in preparing required reports, budgets and project plans, including compilation of supporting project cost reports and invoice/ expenses backup for program funding reports as required

Term: This position is full-time, but can be flexible

Application Closing Date: March 17, 2024 at 11pm

Expected start date: April 1, 2024

To apply:

To apply for this Administrative Assistant and Bookkeeper position please send a cover letter, resumé, the names and contact information of two references, and where you originally saw this posting **IN ONE DOCUMENT** with your name in the document title to: info@climatlantic.ca.