



**Regina
Humane
Society**

Finance & Administration Office Assistant POSITION DESCRIPTION

Position: Finance & Administration Office Assistant

Position Type: Part-time

Department: Finance & Administration

Status: Permanent

Reports To: Director of Finance & Administration

Wage/Benefits: \$15.46 - \$18.81/hour
Health/Dental Benefits

POSITION SUMMARY

The Finance & Administration Office Assistant provides essential administrative and financial support to ensure the smooth operation of the organization. Working under the direction of the Director of Finance and Administration, this role involves a combination of clerical, customer service, and financial tasks. The successful candidate will assist in maintaining accurate records, processing transactions, and ensuring excellent service to internal and external stakeholders.

PRIMARY RESPONSIBILITIES & ACCOUNTABILITIES

In accordance with RHS's objectives, philosophies, policies and procedures, the Supervisor of Finance & Administration is responsible for the following:

1. Financial Responsibilities

- Processing accounts payable and receivable transactions in SAGE 50, ensuring proper coding and categorization.
- Assisting with invoice approval and payment processing.
- Monitoring aging reports, following up on overdue payments, and supporting the timely processing of accounts payable.
- Reconciling vendor statements and daily cash transactions, including deposits, credit card transactions, and electronic transfers.
- Supporting the reconciliation of general ledger accounts and resolving discrepancies.
- Assisting with donation processing, event-related financial support, and accurate donor record entry into Raiser's Edge.
- Managing financial elements of employee records, including payroll processing and compliance with organizational policies.
- Tracking and managing inventory and procurement of office and financial transaction supplies.

2. Administration

- Modeling and supporting a culture of teamwork, care and compassion, integrity, professionalism, and customer service in accordance with the values of the RHS; demonstrating support for the mission, vision, and strategic direction of the RHS in all interactions.
- Ensuring the appropriate standards of client service are adhered to so there is a safe, professional, and friendly environment for staff, animals, clients, partners, and volunteers.
- Greeting and directing the public, serving as a humane educator in all communications, and ensuring the public receives accurate and credible information about Shelter operations.
- Distributing all faxes and messages to the appropriate department or personnel.
- Performing opening and closing procedures including key-holding, security safes and alarms.
- Preparing outgoing mail.
- Maintaining organized records and files related to finance and administration functions.
- Ensuring compliance with applicable privacy and confidentiality regulations regarding donor information.
- Participating in cross-training opportunities to support other administrative functions as needed.

3. Performs additional responsibilities as required.

QUALIFICATIONS

<i>Education</i>	<ul style="list-style-type: none">▪ High school diploma or equivalent (Grade 12) required.▪ Post-secondary education in accounting, finance, or administration is an asset.
<i>Certifications/Licenses</i>	<ul style="list-style-type: none">▪ Not applicable.
<i>Experience</i>	<ul style="list-style-type: none">▪ Minimum of one (1) year of related experience in finance, accounting, or administrative support.▪ A minimum of one (1) year customer service experience.▪ Experience with accounts payable, accounts receivable, payroll processing, or financial record-keeping.▪ Demonstrated proficiency with financial software, such as SAGE 50, and Microsoft Office Suite (Excel, Word, Outlook).▪ Customer service experience, with a focus on resolving inquiries and providing support in a professional environment.▪ Experience in a nonprofit or community-based organization is an asset.

Skills

- Financial Competence
 - ~ Proficient in basic accounting principles and financial record-keeping;
 - ~ Precision in handling financial data, with the ability to identify and resolve discrepancies.
- Planning and Organization
 - ~ Follows direction well;
 - ~ Plans, prioritizes, and organizes work flow;
 - ~ Is highly organized and efficient with significant detail, ensuring all records and documentation are managed efficiently and effectively with quality outcomes;
 - ~ Delivers results.
- Focus on Detail and Quality
 - ~ Works with significant detail (scheduling, budgeting, recording, etc.);
 - ~ Ensures all details, records, and documentation are managed efficiently and effectively with quality outcomes.
- Confidentiality
 - ~ Maintains discretion when handling sensitive financial or personal information;
 - ~ Follows organizational policies and procedures to ensure data privacy.
- Technology Proficiency
 - ~ Computer competence using MS Office and other software and systems related to the role;
 - ~ Ability to learn internal systems, databases, and other technologies as required.
- Communication
 - ~ Skilled communicator both orally and in writing (listens well, is clear and understandable);
 - ~ Verbal communication skills including clear and easily understood delivery of messaging and content in a professional and respectful manner;
 - ~ Strong facilitation and presentation skills, and adaptable to a variety of age groups and audiences;
 - ~ Uses correct grammar and spelling;
 - ~ Ensures documents and related details are recorded and input correctly.
- Self-Motivation
 - ~ Is self-motivated, and can work with minimal direction;
 - ~ Is resourceful, takes initiative, and demonstrates a sound work ethic;
 - ~ Contributes to successful, value-added outcomes.

Skills *(continued)*

- Collaborative Team Member
 - ~ Has an inclusive, inviting nature, and seeks input and alternative perspectives from others;
 - ~ Is a supporter of diversity, inclusion, and collaboration, and works effectively with team members to achieve goals.
- Interpersonal Acumen
 - ~ Is approachable, and can interact with a wide range of individuals, of all ages, with varying needs;
 - ~ Listens well and has a friendly demeanor;
 - ~ Demonstrates empathy, tact, diplomacy, and discretion;
 - ~ Mediates disputes and manages difficult situations and conflict calmly and professionally;
 - ~ Understands underlying behaviors and emotions and responds appropriately.
- Relationship Management
 - ~ Establishes and manages a wide-range of customers and other key relationships and networks;
 - ~ Is an ambassador for the Organization;
 - ~ Provides best in-class service, assistance, and advice.
- Problem-Solving
 - ~ Conceptualizes potential issues and their implications;
 - ~ Has excellent judgement and reasoning;
 - ~ Has the self-confidence to make independent decisions based on information at hand.
- Adaptability
 - ~ Capable of multi-tasking under stress-filled and unpredictable situations, and manage multiple priorities;
 - ~ Can manage frequent interruptions with ease;
 - ~ Can pivot quickly and adapt to project changes.
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Values

Consistently demonstrates the values of the Regina Humane Society, including:

- **Leadership**
 - ~ Models the Organization's values;
 - ~ Demonstrates initiative and self-motivation;
 - ~ Accomplishes results;
 - ~ Works to contribute and continuously improve upon processes.

<p>Values <i>(continued)</i></p>	<ul style="list-style-type: none"> ▪ Professionalism <ul style="list-style-type: none"> ~ Acts as an ambassador for the RHS; ~ Maintains confidentiality and privacy of information. ▪ Compassion and Care <ul style="list-style-type: none"> ~ Committed to RHS's vision and mission for animals and people. ▪ Integrity and Honesty <ul style="list-style-type: none"> ~ Open and honest in their approach to work; ~ Reliable and trustworthy. ▪ Teamwork <ul style="list-style-type: none"> ~ Works well and effectively collaborates with colleagues. ▪ Inclusion <ul style="list-style-type: none"> ~ Fosters an accessible environment that values every voice.
<p>Working Conditions & Effort</p>	<ul style="list-style-type: none"> ▪ Primarily office-based within the Shelter, with occasional movement through shelter facilities ▪ Presenting information face-to-face, phone, or electronic communication. ▪ Sitting and standing for extended periods of time. ▪ Concentration to perform detailed work that can involve significant attention and thought. ▪ Exposure to computer hardware and peripherals. ▪ Finger dexterity. ▪ Distraction and interruptions. ▪ Driving in a variety of traffic conditions in the local community.
<p>Additional Notes</p>	<ul style="list-style-type: none"> ▪ Clear Criminal Record Check and Vulnerable Sector Check. ▪ Verification of education on file. ▪ Excellent work attendance and punctuality. ▪ Satisfactory Driver's Abstract. ▪ Signed agreement and adherence to the RHS Code of Conduct and Ethics, including the RHS Confidentiality Agreement.

Please submit applications to:

Sharon Swanson, Director of Finance & Administration
(sswanson@reginahumane.ca) by closing date.

All applications must include a letter of interest and current resume.