



Posting Date: March 7, 2017

Closing Date: April 3, 2017

Location: Toronto, Ontario

**** National Office Manager / Accountant ****

About the Organization

The Duke of Edinburgh's International Award is a global program with the goal of challenging, empowering, and recognizing young people between the ages of 14 and 24. From coast to coast to coast since 1963, we have supported and motivated young Canadians to set goals and challenge themselves to take control of their lives and futures.

We challenge young Canadians to enhance their community in meaningful ways. The lessons they learn from developing transferable skills, increasing their fitness levels, cultivating a sense of adventure and volunteering will benefit them for the rest of their lives. Our inclusive philosophy champions youth from all backgrounds to become their best selves, evolve as leaders and teaches them lessons they can employ in all aspects of their lives.

Position Summary

Enhance the efficiency and professionalism of The Duke of Edinburgh's International Award – Canada, by providing outstanding office management to its National Office, Board of Directors, Committees and Charter for Business. The Office Manager is accountable for executing general accounting processes and ensuring that administrative and operational processes and control standards are followed.

Ideal Candidate will possess:

- Minimum of 5+ years' experience in either an Executive Assistant/Office Manager role with a strong Accounting background
- Advanced experience in financial matters such as annual budget development, production of financial statements, end of year audit preparation, and strong understanding of Canadian Revenue Agency documents
- Post-secondary education in a related field along with continued professional development courses
- Experience in the not-for-profit work environment from both a business and financial perspective
- Advanced PC skills, proficient in MS Office suite, experience with Simply Accounting and a desire to learn in-house software
- Ability to interpret business/financial information and produce cohesive, professional reports and presentations with minimal guidance
- Advanced communication skills both written and verbal
- Ability to work both independently, as well as to play a leadership role as part of a national and divisional cohesive team
- Desire to contribute to the organization's culture and provide leadership through action

Main Responsibilities include but are not limited to:

Accounting

- Perform budget forecast/variance analysis as well as cash flow management in support of maintaining that expenses within budget
- Perform financial analysis of billing and costing
- Coordinate and support Annual Budget and monthly reporting
- Facilitate the efficient flow of invoice processing which follows the organization standards, guidelines and vendor agreements
- Preparation of cheques, wire transfers and donor tax receipts
- Prepare financial statements, analysis and coordinate year-end audit with external auditors

Office Administration

- Perform ongoing situational analysis to identify business improvement opportunities and oversee the implementation of recommendations
- Develop and leverage both internal and external relationships.
- Manage and develop organization-centric materials such as communications and correspondences as well standard reports and presentations
- Respond to related inquires on the organization and/or escalate for resolution
- Maintain, schedule and track employee vacations/absences in accordance to company guidelines
- Manage and monitor the calendar of scheduled appointments, upcoming events and matters requiring immediate attention
- Coordinate agendas, dispatch meeting invitations, assist in conference planning and meeting agendas, book meeting rooms and arrange for IT resources and other requirement in support of smooth and efficient meeting facilitation
- Responsible for onboarding all new employees, including device and account set up
- Log departmental expense reports, develop and maintain an efficient diary and filing system to ensure reports, correspondence and financial documentation are maintained and readily available
- Establish and maintain organized electronic filing systems to ensure that business and operational reports, forms, and other business documentation are readily available
- Lead and participate in planning, coordinating and implementing department events
- Provide coaching and mentoring to junior colleagues; assist in the development of job accountabilities and work performance.
- Assist in the planning of travel and accommodation for the National Executive Director.
- Facilitate Special Projects as they arise

Charter for Business (CFB) | Risk Management and IT Support

- Track and maintain CFB multi-year donor pledges, ensuring all pledges are received within current fiscal year
- Provide administrative support for CFB Fundraising Events and CFB Director
- Manage national insurance portfolio, coordinating its annual renewal process
- Facilitate the collection of nationally required Risk Management documentation from each divisional office

- Work closely with IT service providers on upkeep of systems and provide support/guidance to divisional offices

Other

Required travel within Canada approximately twice a year

Compensation

Commensurate with experience

How to apply

Please submit your send resume and cover letter to info@dukeofed.org by Monday April 3,2017. Please quote “**Office Manger**” in the subject line.