

## **Bookkeeper/Office Administrator**

**Applications received by Friday, February 2, 2018 at noon will receive full consideration, but the review process will continue until the position is filled.**

The Alberta Association of Midwives (AAM) is the professional body representing midwives and the practice of midwifery in the province of Alberta. Registered midwives deliver professional, safe, cost effective and high quality maternity care. The AAM educates the public about the benefits of midwifery care and supports the growing number of registered midwives. There are over 115 midwives registered in Alberta attending approximately 5% of the births each year. Midwives have been regulated by the government since 1994 and publicly funded since 2009.

The AAM currently has an opening for a highly organized, reliable and flexible individual to work as our Bookkeeper/Office Administrator within our small staff team. The individual will provide high level administrative and operating support to our staff and Board of Directors, along with provision of day-to-day bookkeeping services. If you are energetic with a strong service orientation, excellent financial and bookkeeping skills, you may be the person we are seeking.

### **Job Duties and Responsibilities**

Reporting functionally to the Chief Executive Officer, you will:

- Manage the day-to-day work flow and interface with Board and staff.
- Effectively and successfully respond to problem situations and prioritize issues.
- Establish and maintain cooperative professional relationships with members and other stakeholders.
- Act as a creative problem solver, liaison and facilitator in managing administrative responsibilities.
- Full cycle bookkeeping including inputting data in an informative and descriptive manner, accounts payable and receivable, invoicing, reconciliations, reporting, payroll remittance, and preparing financial statements monthly, and at year end.
- Coordinate meeting room set-up, make logistical arrangements, take and prepare minutes.
- Maintain a web-based annual calendar which covers meetings and governance schedule.
- Serve as a first point of contact for email and telephone, ensure that incoming mail (electronic and paper) is directed to the appropriate people on a timely basis.
- Update, improve, and maintain public website. Monitor and create posts for social media.
- Prepare weekly newsletter
- Support compliance with all policies and regulations.
- Support other projects and assignments as the CEO or Board may direct.

### **Qualifications and Experience**

- Quickbooks Bookkeeping, Accounting or Business Administration Certificate or Diploma.
- 5+ years of proven experience as a bookkeeper.
- General accounting and financial knowledge.
- Experience with Quickbooks.
- Experience supporting senior leaders in a fast-paced and demanding work environment.
- Demonstrated professionalism and discretion working with highly confidential information.
- Can-do attitude; proactive and solution oriented, looks to add value and assist the team.

- Ability to multi-task, respond quickly and efficiently, prioritize with strong attention to detail.
- Must be a self-starter and able to work with little or no supervision.
- Effectively communicate and collaborate with a variety of job functions and a diverse range of people distributed across the province.
- Excellent interpersonal, verbal and written communication skills.
- Advanced computer skills and experience.

#### **Key Core Competencies**

- **Technical Skills:** Bookkeeping competency along with knowledge and expertise using Quickbooks.
- **Initiative:** Confidently and competently manages administrative matters to ensure timely distribution of information, maintenance of accurate and complete records, seamless co-ordination of meetings.
- **Teamwork:** Builds team capacity by being innovative and by continuously improving processes; works with the staff and Board to ensure high performance.

This is a full time one year renewable term position based in our Calgary office. There is an expectation that you will accommodate Board and Committee meeting schedules, and plan holidays around high volume times of year and scheduled activities.

**Applications received by Friday, February 2, 2018 at noon will receive full consideration, but the review process will continue until the position is filled. Please send cover letter, resume and salary expectation by email to [ceo@abmidwives.ca](mailto:ceo@abmidwives.ca). The Alberta Association of Midwives is an equal opportunity employer. Selection will be made without regard to race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.**