



## We're Recruiting For...

# FINANCE ADMINISTRATOR

Reporting to the Chief Financial Officer, the Finance Administrator is responsible for providing assistance and administrative support to the CFO.

The Finance Administrator is responsible for a wide range of duties including but not limited to:

- Preparation of capital grant reporting.
- Assist in preparation of grant applications.
- Contribute to department and organization special projects as assigned.
- Communicate effectively with outside parties, including government officials, consultants, private contractors, or other public or private agencies.
- Composition of correspondence, reports, contracts, and policies as required.
- Responding to day to day internal and external issues that do not require the direct attention of the CFO.
- Organizing and scheduling meetings.
- Maintenance of filing systems for the CFO office.
- Tracking and reconciling the corporate credit card statement for the CFO.
- Preparation and filing of reporting for Stats Canada, SOCAN and other royalties.
- Maintaining inventory and ordering of office supplies.
- Printing and distribution of charitable tax receipts.
- Other duties as assigned.

In addition to being an extremely organized, personable individual who has an affinity for numbers, applicants should possess the following qualifications:

- Post-secondary education office administration, finance or accounting;
- Minimum of 3 years of experience in an administrative and/or accounting role;
- Intermediate proficiency using Microsoft Office suite, specifically Excel and Word.
- Excellent communication skills (comprehension, oral, and written, English);
- Ability to work under pressure and have the highest respect for confidentiality;
- Strong time management and organizational skills, and ability to prioritize and exercise good initiative and judgment;
- Strong interpersonal skills and ability to work well with others;



The following would be considered an asset:

- Experience in the cultural sector;
- Bilingualism (comprehension, oral, and/or written, French).

### How To Apply

By email to [careers@confederationcentre.com](mailto:careers@confederationcentre.com)

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

**Closing Date: November 7<sup>th</sup>, 2022 at 4 pm**

Posted Date: **Monday, October 24, 2022**

Title: Finance Administrator

Wage Scale: \$40,000-\$50,000 dependent on qualifications. This is a full-time salaried position.