



JOB DESCRIPTION

Admin Assistant/ Financial Controller

Financial, Administration, and Community

SALARY: \$30 per hour
TERM: Now until August 29, 2026. Possibility for extension.
HOURS: 35 hours per week, Monday to Friday, 9AM - 4PM.

OVERVIEW

The Administrative Assistant/ Financial Controller reports directly to and works closely with the Harbour Manager on overseeing all administrative and financial activities of the organization. This position is well-supported and implies co-work with the harbour manager.

ADMINISTRATIVE (20%)

- Control the corporate budget.
- Manage accounts receivable, accounts payable, and payroll.
- Verify month-end bookkeeping submissions.
- Assist in Quarterly GST filings.
- Assist in continuous improvement of internal processes and implementation of innovative technology.

ACCOUNTS RECEIVABLE (60%)

- Pull monthly reports from the Square Payments Point of Sale system.
- Oversee past due accounts and negotiate repayment arrangements.
- Establish contact with members and discuss the status of their accounts.
- Prepare and consolidate invoices and monthly statements.
- Update accounts within the membership record system.
- Generate monthly reports.

ACCOUNTS PAYABLE (10%)

- Track and organize recurring bills and statements using software applications.
- Pay bills and invoices via online banking system.
- Archive paper bills and invoices.

OTHER (5%)

- Research and ideate ways to improve internal financial and non-financial processes.
- Assist with procurement and vendor management

HOW TO APPLY

Those interested in applying may forward their resume to manager@tofinoharbour.ca.
Please do not call or message us via Facebook in regards to employment opportunities.