

SLEMON PARK CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Accounting and Administrative Assistant

REPORTING TO: President

POSITION SUMMARY:

Slemon Park Corporation manages a Business and Residential Community with a focus on Aerospace, Training, and Real Estate Development. The Accounting and Administrative Assistant is a key position providing direct administrative support for the President's Office and Finance & Administration.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

The Accounting and Administrative Assistant (Assistant) will assist the President with the scheduling, organization, and logistics of the meetings of the Board of Directors. The Assistant will help maintain the President's appointments and meeting schedules and organize and maintain all corporate level files and documentation, in line with provincial standards.

The Assistant will prepare and maintain property tax files and spreadsheets and collect and prepare materials necessary for insurance renewals, additions, and deletions. The Assistant will attend monthly meetings of the Management Committee and the Occupational Health and Safety Committee, and record minutes as required.

The Assistant will do data entry (accounts payable, accounts receivable, and journal entries) and complete reconciliations for the Accounting Department. The Assistant will help prepare the monthly commercial rent roll and prepare daily bank deposits.

This is a position with varied tasks and other related duties. A detailed job description will be provided to the candidates selected for an interview.

POSITION SPECIFICATIONS:

Education and Training:

Post-secondary courses in Accounting and/or Business Administration and proficiency in a variety of software programs including Word, Excel, PowerPoint, and Adobe Acrobat.

Experience:

*Three to five years of experience in accounting and/or office administration
Experience providing support services to a Board of Directors would be beneficial*

Skills and Knowledge:

*Written, oral, interpersonal and communication skills.
Proficiency in preparing reports for Board of Directors and recording minutes of meetings
Numeracy and accounting skills
Organizational and planning skills required to balance daily competing demands and responsibilities
Able to work with a variety of personalities, and be a team player*

WORKING CONDITIONS:Scheduled working hours:

This is a full-time position of 37.5 hours per week.

Flexible scheduling to support Board meetings and other administrative duties may be required

Physical, mental, and visual:

This position requires the ability to attend to details, ensuring documentation and reports are accurate and complete.

COMPENSATION AND BENEFITS:

Salary – \$37,500 to \$45,000

Vacation – Starting at two weeks per year.

Benefits – Long-term disability, health, dental, life insurance, and pension