

FINANCE AND ADMINISTRATIVE COORDINATOR

Job Reports to: Controller/Operations Manager

Category: Part-time (20-30 hrs per week)

Location: Kamloops, British Columbia. On site

Salary: \$22-26/hour

Benefits: 50% employer paid extended health benefits

International Travel: Opportunities to visit DWC project sites on volunteer trips after one (1) year

Paid Time Off: Three (3) weeks' vacation, birthdays, and statutory holidays

Closing Date: Open until suitable candidate is found.

Developing World Connections (DWC) is an international development charity. Its mandate is to address issues of poverty and social justice throughout Africa, Asia and Latin America. This work is carried out by sending volunteer teams and implementing long-term, donor-funded projects directly with its in-country partners. Developing World Connections is committed to a positive and collaborative work environment where all employees are appreciated for who they are and what they contribute. Here's a peek at the important things you'll be doing.

Position Summary:

The successful applicant will be a highly organized and detail-oriented individual with a passion for international development and travel to support the organization through financial and administrative duties.

Key Duties:

- Accounts payables and accounts receivable
- Bank deposits; bank and credit card reconciliations
- Liaising with international partners to account entirely for disbursements
- Various administrative support tasks and duties as needed
- Customer service including requesting and filing documentation
- Collecting, calculating, coding and running reports on volunteer trip donations through the CRM
- Manage receipting software for account reconciliation support
- Event coordination and promotional campaign support (fundraisers, golf tournament)
- Manage office-wide calendar and take notes for meetings
- Reception services and general clerical duties such as filing, mailing and ordering
- Other admin tasks as needed

Requirements:

- Strong MS Office skills (Outlook, Word, Excel)
- QuickBooks Online or similar accounting software
- CRM database experience
- Detail oriented, motivated and able to take initiative with minimal supervision while keeping a positive, friendly attitude
- Ability to adapt to shifting priorities and manage multiple deadlines
- Excellent communications and customer service skills

No day is the same, so flexibility and adaptability are essential traits of the successful candidate. Preference will be given to candidates with experience in a high-paced office setting and a demonstrated "can-do" attitude.

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220 – 141 Victoria Street, Kamloops, BC. V2C 1Z5 Canada | Tel: 250-434-2524 | Toll free: 1-866-458-8209

Required Office Hours:

This is an on-site in office position starting with 20-30 hours per week depending on workload expectations. It may expand to a full-time role with a suitable individual. Work duties are expected to be performed during DWC's office hours - Monday to Friday, 8:30am - 4:30pm.

If you are interested in this position, please send a cover letter and resume and quote **Finance and Administrative Coordinator** in the subject line.

Applications to be directed to:

info@developingworldconnections.org

Check us out

developingworldconnections.org/programs



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