



Job Opening: Office Coordinator

POSITION OVERVIEW

The primary role of the Office Coordinator (OC) is to provide administrative and operational support, perform general accounting duties, assist with project administration and coordination, develop and maintain promotional activities, and professionally communicate and interact with staff, clients, and other external stakeholders. The Office Coordinator contributes to company efficiencies by developing and maintaining office processes, systems and tools, maintaining company records, identifying and reporting variances to processes, and applying an attitude of continual improvement to all methods for office administration, tracking, updates, and records.

The Office Coordinator analyzes and makes recommendations related to office procedures and systems and once accepted, the OC implements and maintains the new procedures or systems.

KEY RESPONSIBILITY AREAS:

Financial Support

Responsible for processes, controls, and accuracy of accounts receivable, accounts payable, payroll, GST/PST, annual tax preparation, and general day-to-day accounting duties. Identify, recommend, set-up and maintain accounting/payroll systems and processes related to job responsibilities.

General Accounting

- Develop and maintain an automated system for the tracking and reporting of company financial data and routine accounting processes.
 - Upon request, provide up-to-date actuals to budget.
- Complete routine accounting duties including the accurate input, updating, verification, and maintenance of routine financial data.
- Assist in preparing and providing financial data required for bank reconciliations, year-end reconciliations, and financial statements.
- Follow external regulations in completion and submission of financial data.

Accounts Receivable/Accounts Payable

- Set up, maintain, and process incoming and outgoing invoices.
- Set-up timely payment and billing systems that protect company financial assets.

Payroll

- Perform and process all aspects of payroll cycle including employee timesheets and necessary payroll reports.
 - Adhere to employment standards and other regulatory requirements.

Project Accounting

- Input, maintain and balance financial data related to company projects. I.E. Track budget expenses and costs, report variances to budget.
- Provide weekly reporting on financial aspects of project budgets.

Administrative Support

Coordinate and maintain all office activities related to the effective and efficient implementation and delivery of company operations. Identify, recommend, set-up and maintain administrative systems and processes related to job responsibilities.

Office Coordination

- First responder to company communication methods i.e. Email, website enquiries, phone calls. Responds or refers to appropriate company representative.
- Develop and maintain all office documentation including project/client files, employee records, accounting data, reports, and other relevant documents created or received. Maintain records as per regulatory requirements.
- Develop and maintain a variety of data bases relevant to company operations.
- Prepare reports, documents, and correspondence in support of office administration, client communication, and promotional activities.
- Report and interact with external individuals. I.E. Regulatory representatives, suppliers, applicants, and project consultants.

Marketing

- Ensure website content is up-to-date and accessible to external partners.
- Suggest and maintain promotional activities and initiatives using the website, social media and direct marketing.
- Develop and maintain harmonious relationships with current and potential clients that contribute to company revenues.

Operational Support

Support activities related to the effective and efficient implementation and delivery of company projects.

Client Communication

- Ensure that all client requests and inquiries are addressed. Refer as necessary to appropriate project lead.
- Develop and maintain harmonious and effective relationships with potential and existing clients.

Inventory Control

- Set-up inventory control system.
- Maintain inventory of material resources. Distribute upon request.

Resource Procurement

- Assist in ensuring material resources are accessible as required to complete projects on a timely basis.
 - o Order correct material resources.
 - o Identify best cost and availability.