



Job Description

Position: **Administrative Assistant**

Reporting to: Executive Director

Position Summary: Provides administrative support to the Executive Director, Technical Director, Board Chair, Committee Chairs, and assistance to the membership and the public.

Principal Responsibilities:

Administrative

- Respond to general inquiries (phone & email), when appropriate directing the inquiry to another resource i.e., ED, TD, Committee Chair etc.
- Perform general office functions such as typing correspondence and documents, photocopying, mailings, faxes, etc. using a computer, copier and fax in support of Swim PEI staff and volunteers.
- Organize meetings of Board and committees by arranging dates, medium, accommodation, refreshments, materials, etc. as necessary.
- Collect and appropriately distribute mail weekly.
- Provide notices to the members of up-coming events and news.
- Update website with notices, promotional material and documents as required.
- Update social media platforms (Facebook, Instagram, Twitter etc.) with news and activities on a regular basis.
- Act at the Provincial Registrar, oversee annual membership registration requirements, provide local support for the Swimming Canada registration platform, attend Swimming Canada meetings regarding registration matters.
- Responsible for the maintaining the Learning Management System (LMS) (database) which tracks educational training for Coaches and Officials and attend Swimming Canada meetings regarding LMS matters.

Financial

- Receive money payable to Swim PEI record it and deposit to the bank on a weekly basis.
- Record and track revenue in accordance with Financial Policy.
- Record and track expenses in accordance with Financial Policy.
- Prepare expenses for authorization and/or payment.
- Prepare monthly bank reconciliation.
- Assist with the preparation of monthly financial records including income statement, balance sheet, and supporting subledgers.
- Assist with the preparation of reporting to regulator bodies including CRA, WBC, Statistics Canada.
- Assist with the annual preparation of reporting to funding partners, and budget.

Required Skills

- 3 - 5 years experience with Microsoft Office products including Word, Excel, Power Point.
- 3 – 5 years experience with Sage 50 accounting software.
- Strong written and oral communication skills
- Strong organization skills
- Strong ability to work independently.
- Self – directed.