



Position Summary

Position Title: Administrative Coordinator

Reports to: Executive Director

NOC Code: 1221

Revision Date: February 4, 2021

Summary:

The Project and Administrative Coordinator provides a wide variety of advanced project coordination, administrative direction and financial support including payroll, preparation of budgets, reports, reconciliations, remittances. The incumbent is also responsible for oversight of information technology processes, equipment and facilities and assists with decision making and problem resolution.

Key Objectives:

1. Monitor and coordinate projects according to deadlines and within budget, including coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan.
2. Perform a wide variety of bookkeeping and accounting functions including payroll, accounts payable and accounts receivable. Collect and analyze financial data and prepare reports. Prepare reconciliations and remittances.
3. Assist management in defining the project objectives and oversee quality control throughout its life cycle. Assist with the development, analysis and implementation of policies and procedures according to legislative requirements.
4. Monitor project expenditures, conduct various analyses and prepares various reports; advise management of adverse trends or unusual conditions.
5. Oversee the administrative operations of the CHC including office administration, file maintenance, health and safety and property management.

Administrative Coordinator

Employee Initials

6. Coordinate the development of the budget by collecting data for input, research cost figures, prepare budget justifications and draft narrative descriptions.
7. Assist with preparation of year-end accounting. Prepare annual long-term and short-term financial statements in compliance with Canadian accounting guidelines.
8. Provide assistance and solutions to address information technology issues. Assess technology needs and priorities and make product/vendor recommendations.
9. Perform administrative duties including a wide variety of general clerical work.
10. Meet company standards pertaining to quantity and quality of work performed on an ongoing basis, performing all work related tasks in compliance with Ministry and CHC policies, procedures, legislation, regulation and directions, and identify non-compliance for resolution.
11. Participate and comply with all health and safety processes and initiatives to ensure Quest CHC remains a safe workplace.
12. Perform other duties as requested.

Qualifications:

Education

- Successful completion of post-secondary education in Accounting including payroll.
- Certificate in project management.

Experience

- 2 to 4 years of related experience.

Skills and Abilities

- Ability to communicate effectively in English, both in writing and orally.
- Ability to problem-solve and apply sound judgment.
- Advanced Computer skills with proficiency in MS Word, Excel, project management and financial software.
- Knowledge of principles, methods, practices and legislation related to accounting, project management, information technology and office administration.
- Advanced payroll management skills.
- Ability to perform in an environment with frequent interruptions and short deadlines.

- Ability to communicate effectively orally and in writing and the ability to deliver presentations.
- Highly motivated, flexible and well organized.
- Willingness to continuously upgrade skills and remain professionally current.

Conditions of Employment

- Enhanced Police Reference Check is required.
- Current certification or willingness to become certified in Non-Violent Crisis Intervention (NVCi).
- Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronics Document Act (PIPEDA).
- Willingness to continuously upgrade skills and remain professionally current.

Working Conditions

The duties of this position are performed primarily in an office setting, and occasionally in a health care setting. This job requires practically no exposure to undesirable or disagreeable working conditions.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____