



VIVRE LA MUSIQUE - LET'S MAKE MUSIC

Job description

ADMINISTRATIVE AND FINANCIAL SERVICES MANAGER

The CAMMAC Music Center is a non-profit organization founded in 1953, located in Harrington, in the Laurentians. In addition to offering, during the summer period, 7 weeks of music camps to amateur musicians of all ages, CAMMAC rents its rooms to various organisations and groups during the rest of the year.

Job Summary

The head of administrative services oversees all matters relating to the accounting and administrative processes of the national office. This person provides exceptional quality service to facilitate the operations of the Center and contributes to the smooth running of activities.

Responsibilities

Under the authority of the general management, the tasks of the manager are, without being limited to:

- Perform various administrative tasks (invoicing, deposits, collections, payments)
- Perform the accounting entries in SAGE and the GST / QST, CNESST remittances
- Perform the complete accounting cycle as well as various accounting and financial reports
- Perform and verify day closings of Hotello and make the necessary adjustments for up-to-date accounting
- Take care of employee payroll with EmployerD
- Keeping employee files up to date, as well as creating files during new hires
- Assist in optimizing monthly donations and during the annual campaign
- Updating the annual membership fees, taking payments and carrying out donation transactions in DonorPerfect
- Respond to inquiries by phone and / or email
- Support colleagues in organizing special events as needed
- Monitor business opportunities constantly and take charge of their realization or transfer requests to the responsible manager
- Ensure the follow-up and compilation of registrations (with the Customer Service manager)
- Write contracts and activity reports (with the Customer Service Manager)

Requirements

- Have a college diploma in administration or a bachelor's degree in administration or in a field related to the job (or have equivalent experience)
- Have a good knowledge of spoken and written French and English, bilingualism is required
- Demonstrate knowledge of SAGE, Outlook, Word, and Excel. Having advanced computer knowledge an important asset
- Have at least 2 years of experience in bookkeeping

Additional qualifications

- Be flexible, discreet and rigorous
- Have initiative and be autonomous
- Have an ease of adaptation
- Demonstrate a sense of customer service and communication skills
- Know how to manage your priorities and be able to work under pressure
- Demonstrate good analytical and organizational skills



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- Be oriented towards teamwork

Conditions

Possibility of telecommuting at certain times of the year.

Working hours: 40 hours per week, mainly Monday to Friday

Hourly rate: \$ 45,000 to \$ 50,000 per year

Start of employment: as soon as possible

Display end date and time: February 16th, 2020, 9 pm

Contact information: rh-hr@cammac.ca