



Mic Mac Amateur Aquatic Club

JOB POSTING

Established in 1923, Mic Mac AAAC is a non-profit aquatic club offering both paddling and rowing programs. In addition to the aquatic programs, our facilities are an integral part of the community for those holding social events or celebrating life's many milestones.

Office Administrator

(Part-time, Flexible Hours)

Reporting to the Club Manager for day-to-day administrative duties, and to the Board of Directors' President and Treasurer for paddling, rowing and club finances; the Office Administrator is responsible for the following:

- ⇒ Count and verification of all monies, deposits, transfers, account reconciliations and all associated banking
- ⇒ Prepare and distribute weekly, bi-weekly, monthly, quarterly and annual reports to the respective stakeholders.
- ⇒ Bi-weekly payroll
- ⇒ Account Payables
- ⇒ Reconcile and pay SOCAN fees.
- ⇒ Coordinate and administer government grants, in conjunction with Club Manager
- ⇒ Provide information to government officials as needed.
- ⇒ Coordinate flow of paperwork with Bookkeeper
- ⇒ Meet with Treasurer on a regular basis.
- ⇒ In the absence of the Club Manager, or as needed, assume responsibilities in the day-to-day running of the office.

The successful applicant will be available by July 31st, 2017 and have educational and/or job-related experience in a financial role. Experience or knowledge in a non-profit recreational environment is an asset.

Interested individuals may submit their cover letter and resume to the Club Manager at the following address: manager@micmacaac.com

We thank you for your interest, but only those selected for an interview will be contacted.