

Administrative Assistant / Bookkeeper, FSJ Chamber of Commerce

The Fort St John and District Chamber of Commerce is an active Non-Profit Organization that advocates, assists, provide education and opportunities to businesses in the FSJ, Taylor and Hudson's Hope areas. We are the largest Business Advocacy Organization in Canada.

The FSJ Chamber of Commerce is looking for a personable and highly-organized administrative assistant /Bookkeeper to join our dynamic team. The FSJ Chamber is B.C.'s largest business organization and business advocate; we represent the needs of 36,000 B.C. businesses through our network of local Chambers and corporate members throughout FSJ, Taylor and Hudson's Hope.

The position handles a range of administrative duties including:

- Daily accounting in Sage Accounting Software
- Reception duties, responding to general inquires via telephone, e-mail, fax;
- Distributing mail, courier and faxes;
- Co-ordination of staff meetings including initiating notices, agendas and minute taking;
- Administration of benefit programs;
- Maintaining accurate database records;
- Invoicing and preparing renewal letters and new membership packages;
- Reconciliation of member payment documents;
- Handling event registration using Constant Contact and Eventbrite and providing on-site registration (will occasionally involve working outside of regular business hours);
- Handling a variety of administrative tasks involved with annual AGM, including coordinating delegate registration (involves 4 days onsite at the AGM, different city each year – end of May);
- Overall admin support, word processing, correspondence, bank deposits and invoicing;



- Maintaining inventory of office supplies; and
- Coordinating repair and maintenance of office equipment.

We are looking for a candidate with the following qualifications:

- Minimum 2 years Sage Accounting experience
- Minimum 2 years office experience, preferably in a not-for-profit environment;
- Excellent customer service skills;
- Excellent verbal and written communication skills;
- Professional interpersonal skills;
- Ability to set priorities and operate effectively within a multi-tasking environment;
- Must be a self-starter who demonstrates a high degree of initiative and flexibility to deal effectively with changing requests and demands. Must be able to foresee a need and address it; Effective troubleshooting and problem skills required;
- Excellent organizational skills;
- Advanced Microsoft Office skills, with great verbal and written communication skills;
- Knowledge of Constant Contact, Acrobat and Wordpress would be an asset; and
- Other office tasks as necessary.
- Event planning, marketing and social media experience are an asset;

Salary and hours dependent on experience.

Applications will be accepted until the position is filled. Please apply with a resumé and cover letter to Cheryl Montgomery, Executive Director, at info@fsjchamber.com. No phone calls please.