

Office Administrator

Responsible to: Executive Director (ED)

The Office Administrator (OA) will meet weekly with the ED for support and encouragement.

Job Description

The OA will focus its efforts on three areas bookkeeping, registration management and record-keeping and communication assistance.

Duties and Responsibilities

Bookkeeping

- Maintain accurate financial records.
- Adopt and maintain best practices within bookkeeping.
- Present Monthly Financial Reports to ED.
- Ensure all bills and invoices are paid.
- Ensure payroll is completed in a timely manner.

Registration Management

- Maintain accurate camper registration records.
- Adopt and maintain best practices within the recording and keeping personal information.
- Present regular reports as requested by ED.
- Train and assist program coordinators to find and use appropriate camper information.

Communication Assistance

- Take lead on inquiries and passing them onto the appropriate staff person.
- Work with staff on postal mailings.
- Develop and update the FAQ reference sheet.
- Assist with marketing and fundraising campaigns.

Service

- Executive Director may delegate roles and responsibilities to the Office Admin as the need arises.
- Will work alongside other staff to do tasks such as dishwashing, hosting, cleaning and being willing to help out in situations as needed.

Qualifications

- Excellent interpersonal skills
- Administrative and organizational skills
- Bookkeeping and/or payroll experience
- Understanding of computers, data systems and communication systems
- Experience in similar administrative roles
- Have understanding of camp ministry

Work Conditions

This individual will be working at Covenant Bay offices. He or she will need to work within the context of a staff team.