

## Administrative Coordinator/Accounting Support - Full Time

### **Position Summary**

The Administrative Coordinator/Accounting Support provides general office support to the staff of Durham Association for Family Resources and Support and client companies as assigned. A professional, courteous and respectful manner to staff, families and clients will be maintained at all times. All information is to be treated with the strictest confidentiality

### **Responsibilities**

- Provides administrative support as assigned
- Perform basic bookkeeping functions
- Issue charitable receipts and maintain a donation database
- Review and prepare documents, reports and other correspondence materials for the management team and Board of Directors
- Assists with coordination of building and equipment maintenance and requirements
- Gathering and disseminating statistical data
- Develops and monitors work flow plans
- Courteously receive and screen all in-bound calls, emails, and visitors.
- Customer Service support for assigned client companies
- Coordinate departmental office activities and events, including registration and organization
- Review, evaluate and distribute all incoming and outgoing mail.
- Take and transcribe notes and meeting minutes.
- Maintain a high level of confidentiality in all interactions.
- Maintain a professional image and demeanor with all employees, volunteers and visitors at all times.
- Maintain and monitor office supply inventory levels and place orders as required.
- Other duties, relevant to the position, shall be assigned as required

### **Requirements**

- 5 to 7 years relevant experience
- Ability to manage multiple tasks
- Proactive thinker
- Excellent computer skills including Outlook, Word, Excel, Publisher, Quickbooks
- Ability to communicate effectively both verbally and in writing
- Ability to work independently and as part of a team
- Excellent organizational and administrative skills and sound knowledge of office procedures
- High standard of attention to detail
- Provide a current Criminal Reference Check

### **Application Process:**

Qualified candidates should email their resume to [HR@dafrs.com](mailto:HR@dafrs.com) no later than 4:30pm Wednesday February 13th, 2019.

We thank all applicants for their interest, however, only those considered for an interview will be contacted.

Durham Association for Family Resources and Support is an Equal Opportunity Employer committed to an inclusive, barrier free recruitment and selection process. If contacted for an employment opportunity, please advise if accommodation is required.