

## *Position Description*

**Position Title:** Office Administrator

**Position Reports to:** General Manager

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### **RESPONSIBILITIES:**

1. Administrate the loans accounting function.
2. Perform the Corporation's accountings duties.
3. Administrate the PRAIRIESCAN reporting function.
4. Organize and maintain Community Futures East Interlake Inc. and NEICOM minutes and correspondence.
5. Assist with marketing duties of the organization.
6. Collections
7. Existing Client Aftercare
8. Perform general administrative duties and front-line assistance.

### **DUTIES:**

#### **1. Administrate Loans Accounting Function:**

- a) Track all loan activity using The Exceptional Assistant (TEA) Loans Program by:
  - Enter all security documents into TEA (uploading to online system);
  - Tracking and entering payments in all loan files;
  - Performing initial collection procedures;
  - Maintaining the currency of loan security and other loan conditions in system by adding task reminders;
  - Ensuring all loan file data is entered correctly and kept up-to-date,
  - Producing client loan reports monthly;
  - Completing monthly delinquency reports with General Manager;
  - Completing per diem payout reports as required.
- b) Correspond with clients regarding:
  - Loan renewals
  - Statement reminders
  - First payment reminders
  - CAFT payments
  - Quarterly Client Loan Statements.

c) General Loan Administration Duties:

- Disburse loan funds upon approved vouchers
- Setting up CAFT payments.
- Setting Reminders in TEA for all loan renewals including security and maturity dates.
- Invoicing and follow up payment reminders on loan administration fees and LOC.

**2. Perform the Corporation's Accountings Duties:**

a) Produce Financial Statements Necessary for Management Decision Making Purposes:

i. Generate statements in the following areas:

- Balance sheet and statement of surplus for General Investment Fund.;
- Balance sheet and statement of surplus for EDP Fund;
- Balance sheet and statement of surplus for Youth Fund;
- Balance sheet and statement of surplus for the Repayable Fund;
- Balance sheet and statement of surplus for NEICOM Inc.;
- Balance sheet and statement of surplus for Community Futures East Interlake's Administration;
- Balance sheet, statement of surplus and cash flow for special projects.

ii. Assist in developing financial projections regarding strategic and operating plans.

iii. Complete monthly budget vs. actual reports for the Community Futures East Interlake Administration account.

b) Perform the Corporation's General Accounting Duties:

These comprise of the following:

- Process payroll;
- Process accounts payable;
- Process accounts receivable;
- Process all forms of client payment systems

**3. Administrate the PrairiesCan reporting function:**

Generate in whole or in part the following:

- Quarterly PrairiesCan Report
- Six-month financial statements to PRAIRIESCAN, as required
- Year-end financial statements to PRAIRIESCAN, as required.

**4. Organize and maintain Community Futures East Interlake Inc and NEICOM minutes and correspondence**

- Organize AGM, Director, I.R.C., marketing and special meetings;
- Prepare meeting packages for AGM, Director, I.R.C., marketing and special meetings;
- Attend AGM, Director, I.R.C., marketing and special meetings as required;
- Record meeting minutes;
- Maintain minute books.

**5. Assist with marketing duties of the organization**

- Update and maintain website;
- Create and distribute newsletter; if required
- Design and submit advertisements for the Corporation;
- Assist with all other marketing activities undertaken by the Corporation;
- Social Media Posts.

## **6. Collections**

- Call clients who missed payments as soon as an NSF or missed payment happens;
- Write letter to client who is in arrears;
- If no payment is received after 20 days of arrears, pass file to GM for further action;
- Provide an arrears report generated from TEA at each IRC meeting.

## **7. Existing Client Aftercare**

- Contact client regarding loan conditions in letter of offer that need to be done after loan disbursement – financial reporting or any special conditions.
- Ensure that any missing security documents or other condition of the loan documents have been added that came after disbursement and ensure they are filed and scanned into TEA. This will be done by a file review after 3 months of disbursement.

## **8. Perform General Administrative Duties and Front-Line Assistance:**

- Maintain and administer petty cash;
- Administer employee group insurance program;
- Privacy Officer of the Corporation;
- Screen walk ins, phone calls and emails to direct inquires to appropriate person, this will include completing an initial inquiry form with them;
- Work with other staff to ensure health and safety measures are met as per policies;
- Undertake other duties pertaining to Corporation business as required.

## **QUALIFICATIONS:**

### **Education**

- Post-secondary business education with strong emphasis on accounting theory and/or relevant experience.

### **Experience/ Attributes**

- Knowledge of business computer programs including Microsoft Office, All-Net Meetings;
- Working knowledge of collection regulations;
- Familiarity with the Community Futures East Interlake operating region and organizations;
- Ability to work with a variety of personality types and perform multiple tasks concurrently.

### **Other**

- Access to a vehicle and possession of a valid driver's license.
- Ability to pass a criminal record check and vulnerable persons and child abuse registry check, as position requires some interaction with vulnerable persons.
- Ability to work some evenings and overtime as required. Ability to travel for out of community events/training occasionally, this may require overnight stays.