

JOB TITLE: ADMINISTRATIVE ASSISTANT
REPORTS TO: EXECUTIVE DIRECTOR
DURATION: OPEN CONTRACT

SUMMARY

The Federation of Ontario Public Libraries (FOPL) represents Ontario's over 400 public library systems exceeding 1,000 branches in virtually every Ontario community. We are a not-for-profit member organization which was launched in 2005 to provide a unified voice to advocate for the public libraries in Ontario.

The Administrative Assistant is responsible for office administration for the Federation of Ontario Public Libraries (FOPL). This includes accurately maintaining of financial, membership and corporate records and effectively coordinating all FOPL meetings. The Administrative Assistant will collaboratively liaise with external partners and members of FOPL while promptly maintaining and update all content on the FOPL website to ensure a dynamic and valuable resource for members.

PRIMARY RESPONSIBILITIES

1. Accurately maintains all financial records of FOPL including: bookkeeping such as accounts payable, accounts receivable and expense tracking; maintaining budgets, financial reporting and creating invoices. Communicates with contracted accountant during annual audits and throughout the year as required.
2. Competently manages membership records and fees; liaises with members regarding their accounts, maintains membership lists and information, updates the website for member access.
3. Effectively coordinates meetings of the FOPL Board, committees and working both virtual and in-person and acts as recording secretary. Prepares reports and documentation for Board, committees and working group meetings and distributes correspondence accordingly. Attends board meetings (both remote and in-person), the Annual General Meeting and takes meeting minutes.
4. Promptly maintains and updates the information on the FOPL website including uploading documents from board meetings and working groups, ensuring a dynamic and valuable resource for members.
5. Efficiently manages corporate records, including those confidential in nature. Updates Board profiles and maintains up to date records.
6. Actively Maintains thorough knowledge of all internal bylaws and policies to ensure accurate financial and organizational governance. Enthusiastically Responds to general inquiries from the Board and members. Maintains the company profile with legal entities such as Service Ontario and Revenue Canada.
7. Collaboratively liaises with external partners and maintains the company profile with legal entities such as Service Ontario and Revenue Canada.
8. Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE REQUIRED

The preferred minimum qualifications and experience are as follows:

- College diploma or equivalent in Business Administration, Office Administration, bookkeeping or other relevant subject area

- Minimum of two years administrative office assistance with similar responsibilities.
- Experience with professional small business accounting software (e.g. Sage Premium/Quantum, Quickbooks)
- Advanced level of proficiency in MS Office, including Microsoft Word, Excel, experience with Microsoft Office 365 is an asset
- Records management expertise
- Ability to work within a remote or hybrid office environment
- Experience with website software (eg. Wordpress) for the purposes of editing content
- Self-motivated, enthusiastic, and efficient
- Excellent interpersonal, communication, and organization skills
- Ability to use discretion when handling confidential information

APPOINTMENT DETAILS:

- **Status:** Contract (with renewal), 10-15 h/week on average with occasional additional hours depending on workflow
- **Remuneration:** \$30/h
- **Location:** Remote and Toronto for meetings

HOW TO APPLY:

Résumés and related documents must be received in electronic format and addressed to:

Dina Stevens, Executive Officer
Federation of Ontario Public Libraries
admin@fopl.ca