



Position: Office Administrator
Job Type: Full Time (Season – mid June to first week September)
Posting Date: December, 2019
Closing Date: January 15, 2020

Job Description

Reporting to the Executive Director, the Office Administrator is responsible for the accurate and efficient administration of Club financial activities during the operating season.

Duties & Responsibilities

- Bi-Weekly Payroll processing.
- Receive and process program and event registrations via telephone, email or through the online registration system.
- Accurate and timely entry of program and event registrations to both the online system and accounting system as required.
- Accurate and timely data entry of member canteen accounts to the accounting system.
- Process Club payables on a weekly basis according to approved procedures.
- Generate and distribute weekly member invoices.
- Manage receivables and report overdue accounts to the Executive Director
- Generate regular financial reports for the Executive and Program/Event volunteers as required.
- Respond to billing inquiries from members.
- Provide reporting as required to the Executive Director to perform cash flow projections, bank reconciliations, and other relevant financial reports.
- Provide end of season summary with any suggestions or observations for improving the office & administrative functions at RLWYC.

Job Specifications/Qualifications Required

- Knowledge of or experience with online accounting software systems. Training provided.
- Attention to details and process
- Dedicated to task completion
- Excellent time management and communication skills
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers
- Excellent interpersonal skills with a high level of professionalism
- Strong Customer service outlook with high expectations for quality
- Ability to problem solve
- Ability to perform in stressful situations with composure



- Boating Experience and pleasure craft operator license is mandatory. The Club is on an island and the Office Administrator is required to have the ability and willingness to operate a boat during all hours of the day and in all weather conditions.
- Must have Social Insurance Number

Applications, along with covering letter, should be sent to JobsApply@rlwyc.ca. We thank all applicants for their interest in this position.