



Position: Office Administrator/Shadow Manager
Job Type: Full Time (Season – mid June to first week September)
Posting Date: January 1, 2025
Closing Date: January 30, 2025

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. You will be sharing this role with the Program Administrator to allow you time to train as a manager for the following year.

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.
- Shadow Manager on a scheduled basis.

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
- Must have a valid CPR/Lifesaving Certificate

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