



Community Futures Development Corporation of Central Okanagan (CFDCCO)
www.cfdcco.com

Office Administrator

The CFDCCO Administrator is a dynamic role in the organization. The new person hired will be expected to work closely and collaboratively with CFDCCO management, business advisors, program managers, volunteers and other staff to help ensure that the CFDCCO and its programs and loan clients are provided strong administrative support. The person hired to fill this position will be given progressively increasing responsibilities in the below areas of responsibility as they are oriented and trained in various areas of the organization.

Key Qualifications and Attributes Required:

- Combination of experience and education related to the duties of the position – minimum 2-year diploma in a related field (office administration, business, or accounting).
- Current finance, bookkeeping/accounting and database administration abilities and experience
- Good customer experience management
- Cooperative team player
- Strong organizational and systems skills – both physical and digital
- Computer literacy and problem solving abilities
- Patience, persistence, empathy, critical thinking, collaboration skills
- Have an interest in community economic development, impact investing, entrepreneurship, client centered support and non-profit organization management and administration
- Small business and entrepreneur experience and understanding
- Be able to work in a high client confidentiality and privacy oriented workplace
- Be able to demonstrate a high level of integrity and discretion

Key Tasks: Program Administration and Support

- Prepare bookkeeping, accounting and financial record keeping for the CFDCCO and maintain financial recording systems and prepare in-house financial reports as requested for presentation to management and the board of directors
- Maintain bank accounts, prepare and reconcile accounts regularly and at year end for the external financial audit
- Prepare and process accounts payable and receivable and liaise with vendors
- Prepare and administer payroll and payroll records
- Assist with administration of loan and investment portfolios, including helping prepare documentation, processing monthly loan payments, banking, tracking collections and outstanding reports, and assisting in reconciling investment fund bank accounts
- Maintain corporate records and assist with renewal of such records
- Provide administrative support to Loan and Self Employment programs
- Plan, organize, direct and maintain statistical and financial information system activities including day to day administration
- Administer and renew insurance documents for general insurance, Errors and Omissions, Directors and Officers insurance
- Coordinate repairs, maintenance, purchase, disposition of facilities and office equipment including computer software and technical services including internet, telephone and other utilities



Other Key Duties

- Have an excellent understanding of CFDCCO computer systems, software, local area network server, data back-up and general computer care and maintenance
- Become familiar with all aspects of CFDCCO programs and services so you can answer general inquiries, redirect calls and emails
- Be familiar with and provide support for each step of loan process, including application, legal, disbursement, repayment, and follow up
- Be familiar with and provide support to CFDCCO training programs including registrations, contracts, billings and reporting
- Have effective communications with potential and existing CFDCCO clients in a professional manner, ensuring clients are treated respectfully, responded to in a timely manner, and all needs are given fair and proper consideration, and confidentiality is maintained at all times
- Meet with clients where needed to review offers and key program documents so that they are properly oriented, signed and administrated

Timing of Opportunity and Employment Development:

Start date: immediate

Three-month probation and training period

Salary

Full time 35 hours per week 8:30 am – 4:30 pm.

Starting wage: \$22/hr.

Full benefits and a 5% participating group RRSP program after probation period of 3 months. After successful probation period wage may increase based on ability and experience of individual.

Applications by email only:

Attention: Larry Widmer

General Manager

Community Futures Development Corporation of Central Okanagan

Email: lwidmer@cfdccco.bc.ca