

## Employment Opportunity



**Position:** Administrative Assistant

**Hours:** Monday to Friday 7:30am to 4:00 pm (1/2-hour unpaid lunch)

Blue Sky Opportunities seeking to hire an Administrative Assistant. The successful candidate will assist the Office Manager in aspects of the financial and administrative needs of the agency. The successful candidate must possess the required qualifications.

**Minimum Qualifications:**

- Clean criminal record, child and adult abuse registry
- Preferred applicable college or university education with combined experience
- Minimum 2 years' experience in accounts payable/receivable, payroll and general book keeping / accounting functions
- Proven computer skills and knowledge in Microsoft Office, Payroll Software, Quick Books Pro or equivalent accounting software
- Strong business math skills
- Ability to program Excel spread sheets for various accounting purposes
- Proficient in Word processing with strong keyboarding skills
- Proven skills in all aspects of electronic communication including the use of email, social media and agency bulletin
- Ability to operate fax, copier, scanner, postage meter and interact terminal
- Strong attention to detail
- Excellent written and verbal communication skills
- Highly organized, able to multitask and prioritize tasks
- Ability to work as part of a team

**Responsibilities:**

- Assisting Office Manager in financial and administrative aspects of the agency
- Duties include: assisting with payroll, some accounts payable / receivable, spread sheet calculation, preparation of deposits, answering phones, directing calls, retail product sales and compiling and faxing reports
- Must be willing to learn as the position has potential to grow into a managerial role
- Ability to manage and complete all the above tasks independently

The agency may allow for flexibility in scheduling for the right candidate. The agency may be willing to train a suitable candidate. Please email your resumé to: [hr@blueskyop.com](mailto:hr@blueskyop.com).

Closing date is **October 16, 2020**

Only candidates meeting the minimum qualifications will be considered for an interview.