

NETWORK ADMINISTRATOR

JOB POSTING

Through leadership and partnership, Community Futures Eastern Ontario (Network Inc.), represents a network of 15 participating not for profit Community Futures Development Corporations (CFDCs) in rural eastern Ontario. Managed by experienced professionals, we work to strengthen the area's regional economy at a community level by supporting innovation, business growth, and diversification. Guided by a Board of Directors made up of Community Futures representatives, we act as one regional voice to enhance the profile, reach, and impact of the Community Futures program across rural southeastern Ontario.

Community Futures Eastern Ontario (CFEO) is seeking a Network Administrator. This person will be responsible for the overall administration of the CFEO office, including, but not limited to bookkeeping, reporting, data input and program administration. The Network Administrator reports to the Executive Director and will liaise closely with the CFEO Board of Directors and CFDC Offices.

Key Responsibilities

- Provides bookkeeping and accounting support for CFEO activities
- Prepares monthly, quarterly, and annual financial reports
- Prepares and submits claims for Government reimbursement
- Prepares reports, emails, proposals, and correspondence for internal and external clients
- Organizes and coordinates meetings and training sessions
- Manages office administration – telecommunications, supplies, insurance, support services
- Administrates Payroll; organizes and maintains files and databases, enters payroll in online banking
- Provides support to Program Manager for program administration and reporting
- Provides support to Marketing for event coordination, publications, and outreach activities
- Defines and maintain procedures for retention, protection, retrieval, transfer, and disposal of records
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement
- Assists in the preparation of Network budgets, outlooks, and expenses
- Fields enquiries and requests from Network membership, clients, and partners
- Other duties as assigned

Preferred Qualifications

- Previous experience working in the non-profit/economic development sector
- French language proficiency is considered an asset
- 3 years or more accounting/bookkeeping experience, preferably with QuickBooks
- Business Diploma or equivalent
- Experience in Microsoft Office products, particularly word, excel and powerpoint
- Experience in loans management software such as Common Goals TEA preferred

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Skills

- Superior financial acumen
- Analytical skills to scrutinize metrics and create reports
- Excellent administrative competencies
- Able to learn and use new software tools quickly, as needed
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible

Abilities

- Able to multitask, meet deadlines and manage projects to completion
- Solve problems creatively
- Communicate effectively
- Work in a team environment providing leadership and demonstrating superb interpersonal skills
- Able and willing to handle sensitive information with discretion
- Excellent oral and written communication skills
- Willing and able to maintain staff and client confidentiality
- Self-motivation and the ability to deliver with minimal on-site management
- Ease and familiarity in working with a governing not-for-profit Board

Compensation

- Commensurate with experience
- Full benefits package
- Hybrid remote work option, summer hours

Job Types

- Full-time based on funder contractual conditions