



ONTARIO TRAFFIC CONFERENCE (OTC): NOW HIRING!

The OTC was formed in 1950 by people who saw the need for a coordinated effort to improve traffic management in Ontario by drawing together the knowledge and expertise of professionals working in the fields of enforcement, engineering and education. We work to fulfill our mission of “developing and promoting expertise regarding traffic matters affecting Ontario in keeping with our transportation, social and environmental goals.”

With an office based in the DVP/401 area of Toronto we are seeking to fill the position below:

Financial & Administrative Coordinator

SUMMARY

Under the supervision of the Executive Director, the Financial & Administrative Coordinator performs a variety of clerical accounting tasks in maintaining financial records and administrative duties requiring strong knowledge of relevant software and an ability to work independently.

DUTIES

FINANCIAL

- Perform a variety of accounting tasks involved in maintaining financial records and processing related data such as invoices, expenses and cheque preparation.
- Review and verify the accuracy of journal entries.
- Monitor and reconcile accounts with financial statements.
- Reconcile accounts payable and accounts receivables.
- Compile financial information and prepare financial reports and statements on a monthly basis.
- Prepare documentation for government reporting such as GST returns and other periodic submissions.

ADMINISTRATIVE

- Perform routine clerical and typing tasks involved in processing varied office materials such as form letters, mail merges and bulk emails.
- Compile and maintain association records through association management software.
- Occasionally assist at workshops and conferences within GTA by providing on-site support in the setup of registration tables, trade show areas and meeting rooms.
- Assist with registration at conferences and workshops within GTA as needed.
- Prioritize and resolve member and external inquiries (phone, e-mail, fax, in person).
- Perform related duties as required.

QUALIFICATIONS

EDUCATION

- Work requires knowledge of general accounting principles usually through two years post-secondary education in accounting or a related field.

WORK EXPERIENCE

- Minimum of three years of experience in an accounting setting to become familiar with accepted accounting practices involved in maintaining financial records, reconciling accounting information and preparing financial statements.

ABILITIES

- Ability to keep routine financial records and to prepare financial reports; ability to communicate effectively, verbally and in writing; ability to create effective working relationships with association members.
- High level organizational skills and customer service skills.

SOFTWARE SKILLS

- QuickBooks (excellent)
- Outlook (excellent)
- WorkBench or other association management software (very good)
- Word (especially mail merging) (very good)
- Excel, PowerPoint (good)

HOURS OF WORKS & SALARY

Hours per week: 18 (normally Tuesday to Thursday 10am to 4pm)

Annual unpaid vacation time: approximately 10 weeks per year as follows: July 1 – August 15 and December 15 – January 15

Pay: \$23.64/hr + 6% in lieu of benefits + 4% in lieu of vacation = \$26.00/hr total

Closing date for application: September 23, 2009

Apply by email only to: info@otc.org. Please no faxes or phone calls.

Applicants chosen for an interview will be contacted no later than September 30, 2009.

Interviews will take place in early October.

Estimated start date: October 15, 2009