



**Position:** Office Assistant

**Term:** Full time (20-30 hours per week) October to December  
Part time (10-15 hours per week) January to October

Each year, 630 CHED Santas Anonymous delivers the spirit of Christmas to 20,000 children. While the busiest time of the year is between October and December, systems must be maintained year-round in order to maintain maximum effectiveness. Reporting to the Executive Director, this role will provide administrative support for the effective day-to-day operations of 630 CHED Santas Anonymous.

### **Office Administration**

- Communicating with the public including donors, volunteers and recipients in person, via email and telephone in a timely and professional manner
- Manage telephone system and tree
- Assist in basic database administration
- Assist with website updates
- Maintain inventory of office and warehouse supplies, order as required

### **Bookkeeping**

- Maintain data entry of expenses, as well as bill payments
- Issue invoices
- Account reconciliations
- Employee payroll entry
- CRA and WCB filings
- Issue Record of Employment

### **Stakeholder Relations**

- Tax receipting of donations
- Data entry
- Enthusiastically express volunteer and donor appreciation

### **Ideal Candidate**

- Demonstrate the values of 630 CHED Santas Anonymous
- Minimum of 3-5 years of bookkeeping and payroll for a small organization
- Consider Microsoft Office 365, Word and Excel a breeze
- Working knowledge of SAGE and/or Quickbooks
- You are so accurate with data entry it is astounding
- Experience working with non-profits is considered an asset
- You are self-motivated, amazing and fun
- Have a clear and delightful telephone manner
- Possess exceptional written and oral communication skills in English
- Can physically lift 30 pounds
- Are willing to provide a criminal record check

Hourly rate of \$19-\$23 per hour (negotiable base on experience)

**Apply with resume & cover by email to [angel@santasanonymous.ca](mailto:angel@santasanonymous.ca)**

*Job posting will remain open until April 22, 2022 or until a suitable candidate is found.*