



**Community Business  
Development Corporation**

**EMPLOYMENT  
OPPORTUNITY**

## **FINANCIAL/ADMINISTRATIVE ASSISTANT (FULL-TIME)**

**CBDC Central** is seeking a motivated and detail-oriented Administrative Assistant to join our team. The ideal candidate will be responsible for providing exceptional administrative support, ensuring smooth office operations, and enhancing the overall efficiency of our workplace. This role requires strong organizational skills, proficiency in data entry, and a friendly demeanor to manage front desk responsibilities effectively.

**CBDC Central** is a not-for-profit community-based organization that provides financial assistance, business counselling, training, and development to aspiring entrepreneurs and existing businesses including social enterprises.

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### **Responsibilities of this position include:**

- Maintaining accounting transactions in Sage in accordance with Generally Accepted Accounting Principles.
- Facilitating bank deposits and monthly reconciliations.
- Processing payroll, maintain employee files (pension and health benefits)
- Receiver General Remittances.
- Setting up client's loans including processing loan payments.
- Updating and providing amortization schedules
- Preparing documentation for board meetings as well as preparing the Minutes.
- Preparing documentation and files for the annual audit.
- Requesting annual insurance renewals and annual financial statements.
- Answer phone calls with excellent phone etiquette, directing inquiries to appropriate personnel.

### **Skills and Qualifications:**

- Proven experience as an Administrative Assistant or in a similar role is preferred.
- Strong organizational skills with the ability to multitask effectively.
- Proficiency in operating Sage 50.
- Proficiency in Microsoft Office applications, video conferencing software and social media is advantageous.
- Excellent phone etiquette and interpersonal skills for effective communication.
- Ability to work independently as well as part of a team in an office environment.
- Valid driver's license.
- Code of conduct will be required.

**Salary:** \$41,113 - \$55,000 to start or negotiable based on education and experience.

35 hours per week, Monday to Friday, with some exceptions.

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Please email a copy of your resume and cover letter to [dexter.fewer@cbdc.ca](mailto:dexter.fewer@cbdc.ca) by **October 10, 2024**.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. The CBDC is an equal opportunities employer, for more information on the CBDC, please visit our website at: [www.cbdc.ca](http://www.cbdc.ca)