

## **Employment Opportunity**

### **Administrative/Financial Assistant**

The Newfoundland and Labrador Foster Families Association speaks as a collective voice for foster families throughout the province. It works in partnership with other stakeholders to meet the needs of foster families and to enhance the care and support provided to children in care and their families. The Association has shared responsibilities in the areas of Education, Recruitment, Retention/Support and Advocacy. It is committed to the values of collaboration, partnership, relationship building, open communication and consensus decision making.

**Duties:** Maintain and manage all financial records of the Association, including preparation of payroll, financial statements and budget spreadsheets. Assist in the preparation of the yearly budget. Responsible for all matters related to Revenue Canada, Income Tax Act, Charitable Status, Group Health and Pension Plan. To maintain an efficient filing/database system. Assist with the planning and coordination of the Annual General Meeting and Symposium. Assist with the development and maintenance of a social media platform. Provide secretarial support in the areas of document editing, minute taking, answering phones, etc.

**Qualifications:** Minimum of a two year diploma program from a recognized post-secondary institution in the area of business, office administration/clerical, or other related field. Applicants must have experience working with a variety of computer programs including excel, microsoft office and simply accounting. Excellent organizational skills and the ability to work with minimum supervision are required. The successful applicant must have strong communication and time management skills. Knowledge and experience in social media (Facebook, twitter, etc) would be a definite asset as well as previous work experience in a not for profit community organization.

**Salary Scale:** 41,987- 46,464

**Benefits:** Public Service Pension/Health Plan

**Closing Date:** February 28, 2018

**Forward Resume to:** Executive Director, Newfoundland and Labrador Foster Families Association, Suite 105, 21 Pippy Place , St. John's, NL. A1B 3X2. e-mail: [dianemolloy@nfld.net](mailto:dianemolloy@nfld.net), fax 709-754-5007