



Ronald McDonald House BC and Yukon cares for families of children whose health needs take them far from home and keeps families together in a home away from home, providing comfort compassion, and a sense of community when they need it most.

### **Administrative Coordinator**

The Administrative Coordinator is responsible for supporting the Finance and Administration teams through verifying and completing payable and receivable transactions, and assisting with general administration for the office, leadership team, and various department projects. This position reports to the People and Culture Manager. Responsibilities include:

#### **Accounts Receivable:**

- Create and issue accommodation invoices for families.
- Supporting family billing, by tracking and matching purchase orders to guest checkout folios to determine correct third party biller.
- Applying payments to invoices.
- Print copies of invoiced paid by third-party agencies for Family Services Department.

#### **Accounts Payable:**

- Verify, code and post vendor invoices to Quickbooks.
- Match cheques to invoices.

#### **Finance and Admin Support:**

- Assist with coordinating the CEO schedule and meetings.
- Match receipts to reconcile credit card statements.
- Distribute daily mail.
- Manage cheque register to record donations.
- Counting funds received from third-party donations.
- Bank deposits, mailing of tax receipts and cheques, and filing.
- Manage petty cash.

#### **Office Management:**

- Order office supplies and other items needed for House.
- Manage copier and other office equipment.
- Schedule couriers and order catering when required.
- Provide admin support to other departments and projects.

#### **Competencies, Skills and Experience:**

- Aligned with the mission and values of Ronald McDonald House BC and Yukon.
- Ability to represent the House with a polished, positive and professional demeanor and attitude at all times.
- A commitment to working cooperatively in a team environment with staff, volunteers, families, donors and the public.
- Excellent communication skills.
- Analytic, detail oriented, results focused problem solver.
- Strong organizational skills and ability to prioritize work and multi-task efficiently.
- Post-secondary education or two years' work experience in related field
- Proficient in MS Office Software and Quickbooks.

If you think you are the right fit for this role, please submit your resume and cover letter by January 11, 2019. We thank all applicants for their interest; however, only short-listed candidates will be contacted. The successful candidate is required to undergo a vulnerable sector criminal record check.