



## Operations and Finance Associate Full-Time, Permanent

The College of Occupational Therapists of Ontario is seeking a full-time, permanent Operations and Finance Associate who has a responsive and welcoming approach towards all interactions. This role requires the individual to proactively contribute to the smooth and effective daily operations of the office. The Operations and Finance Associate will report to Director of Finance and Corporate Services and work collaboratively across all College departments and program areas.

The Operations and Finance Associate is responsible for all aspects of office support, including office organization, upkeep and maintenance. Working collaboratively with all program areas, the Associate is responsible to provide support for Council and committees, subcommittee and working group meetings. The Associate is responsible to assist with onsite and offsite document storage and management. As part of the Finance and Corporate Service team, the Associate is responsible for the College's accounts payable and assisting at year-end with the auditing process.

### KEY FUNCTIONS AND RESPONSIBILITIES:

#### PROGRAM SUPPORT - OFFICE SUPPORT

Executes office support functions for the program and the College. Independently and at the direction of the Director:

- Works with property management office to arrange office maintenance; office designers and vendors to maintain, replace, or upgrade furniture, fixtures, etc.
- Works with IT and vendors to maintain all College office equipment such as photocopiers, printers, postage meter and fax machines.
- Manages boardroom calendar, phone directory and shared duties schedules.
- Manages and maintains the inventory of office supplies and kitchen supplies, ensuring availability and cost effectiveness when ordering supplies.
- Updates documents and forms for corporate services
- Ensures that the office premises including LAN room are secured at night and that common areas are appropriately closed for the day.
- Oversees the operational needs for the College, including mail, answering the door phone and greeting guests.
- Performs general clerical duties, such as photocopying, mail distribution.
- Assists Director with other office projects.

**PROGRAM SUPPORT – ACCOUNTING SUPPORT**

In collaboration with the Finance and Human Resource Associate, provides support and executes the day-to-day administration of finance and accounting operations. At the direction of the Director:

- Responsible for full-cycle accounts payable in a timely manner
- Responsible for reconciling all business credit cards in a timely manner.
- Responsible for depositing cheques at the bank and storing bank deposit slips.
- Assists the Director with the preparation of documents, invoices and contracts for audit process.
- Assists the Director with other accounting and finance projects.
- Maintains accurate accounting files.

**COUNCIL, COMMITTEE, SUBCOMMITTEE AND WORKING GROUP SUPPORT**

Provides administrative support for Council, committee, subcommittee and working groups as needed: Independently and at the direction of the Director, accountabilities include:

- Acts as point of contact for Council members, non-Council, and peer assessors for the processing of per diems and expenses.
- Manages catering for committees, subcommittees, working groups and staff meetings.
- Assists with travel and hotel accommodations for committee members
- Tracks and reports attendance
- Assists Executive Assistant and Associates with various preparation duties

**PROGRAM SUPPORT – CORPORATE RECORDS**

Supports the development and delivery of the College central records. At the direction of the Director:

- Maintains College operational policies and procedures.
- Ensures that appropriate timelines are met for the archiving and preservation of College documents, business files, and resources, in keeping with College policy.
- Manages all processes related to offsite and onsite storage and management of records

**DATA MANAGEMENT**

Supports the data collection processes of the College and program, ensuring accurate data entry and audit, in compliance with regulations, standards and guidelines. At the direction of the Director:

- Assists the Director with maintaining corporate business files
- Compiles information from various departments to develop general statistical documents (such as the trending documents).

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- Ensures the accuracy of all data entry and reports, apprising the Director of data anomalies, patterns of inquiries and other relevant trends and patterns in the accounting software.

### **COMMUNICATIONS/STAKEHOLDER RELATIONS**

As a member of the Corporate Services team, builds and maintains cooperative working relationships with internal colleagues and external stakeholders, and ensures the appropriate flow of timely and accurate information. At the direction of the Director:

- Accurately and promptly drafts routine correspondence and documentation for the Director of Finance and Corporate Services.

### **PROJECT MANAGEMENT**

Participates in program and College-wide ongoing and special projects, bringing skills and expertise and working with the project team toward the achievement of goals and objectives. At the direction of the Director,

- Completes specific projects as assigned.
- Contributes to the fine-tuning of project plans, and prioritizes activities to meet project timelines, milestones and deliverables.
- Remains aware of, and completes tasks and assignments in line with, project deadlines.

### **TEAMWORK AND COLLABORATION**

Supports department and College colleagues to achieve department and College goals and objectives. At the direction of the Director:

- Provides general assistance to the College staff members.
- Meets regularly with Quality Programs, Investigations & Resolutions, Communications and Registration colleagues to discuss cross-program projects and initiatives, share information and provide back-up/assistance, and share program knowledge and expertise.
- Takes initiative to identify opportunities for process improvements, recognizes areas of potential improvement and brings to the attention of the appropriate team member.
- Participates in College activities and duties.

### ***REQUIRED EDUCATION/EXPERIENCE:***

- Minimum three years' experience in an administrative support position.

### ***REQUIRED COMPETENCIES:***

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- Proven track record of self-motivated performance in office organization, upkeep and maintenance to create a professional working environment
- Excellent interpersonal skills and experience working effectively as a team member with minimal supervision.
- Excellent written and verbal communication skills.
- Proven organizational and time management skills.
- Proactive approach to work and independent problem-solving skills.
- Knowledge and ability to work within a legislative framework.
- Familiarity with processes for determining and maintaining confidentiality of sensitive materials.
- Ability to set priorities and organize work effectively to meet deadlines.
- Ability to quickly and accurately proofread documents.
- Data entry skills with demonstrated speed and accuracy.
- Computer software knowledge, including MS Word, Excel, database management, and document management systems.

### ***PREFERRED EDUCATION/SKILLS:***

- Previous experience in bookkeeping
- Previous experience using online QuickBooks
- Previous experience supporting boards, councils and/or committees.
- Previous experience with not-for-profit organizations.
- Fluency in French is an asset.

Please forward your resume to [resumes@coto.org](mailto:resumes@coto.org) by February 14, 2018.

Please submit your cover letter and resume together in one document, and set the file name to your name using the following structure: 'firstnamelastnameOFA', for example "janesmithOFA"

The College wishes to thank all applicants. Only those selected for an interview will be contacted.