

Utility Programs Administrative & Financial Assistant

Job Title: Utility Programs, Assistant
Salary Range: \$37,000 – \$42,000 annually
Position Type: 1-year term position, full time (37.5 hours/week)
Reports to: Manager, Home Energy Efficiency

Summary

EnviroCentre brings environmental change to life by offering people, organizations and communities practical solutions to lighten their environmental impact in lasting ways. With a focus on greenhouse gas reduction, we concentrate our efforts in three areas:

- Healthy, efficient homes
- Connected, environmentally aware organizations
- Engaged, sustainable communities

Overview of the Position

Working as part of a team, the Utility Program Assistant supports the delivery of home energy efficiency programs by assisting with administrative duties, financial data collection and entry, client services, research, and financial reporting.

Job Duties

Administrative support (50%)

- Assists with administrative tasks related to energy programs and services
- Compiles and enters data related to energy programs into shared database
- Assists with energy program reporting requirements, as required
- Maintains energy program files, both paper and digital, as required
- Provides client support services
- Coordinates weekly energy team meetings and takes minutes
- Opens, sorts, and routes incoming mail and prepares outgoing mail
- Acts as support for office equipment to include maintenance and troubleshooting of database software, printers, fax and copy machines, postage machine, etc.
- Assists with the maintenance of inventory, materials, and stock

Financial Support (50%)

- Assists in recording, reconciling and auditing accounting data
- Assists with Quickbooks and Excel data entry
- Assists in the preparation of quarterly financial reports, cost reports, annual budget, forecasting, and cash flow calculations, as needed
- Reviews invoices to ensure accuracy and conformance to established accounting procedures
- Prepares complex invoices using formulas and data from various sources
- Verifies and/or prepares purchase order requests

Other

- Participates in internal EnviroCentre committees and activities which support broader organizational objectives



- Works in accordance with applicable health and safety legislation, policies and procedures
- Other duties as required

Job Requirements (Education, Experience, Skills and Knowledge)

- Post-secondary education in a related field or equivalent professional experience
- Minimum of 2-3 year professional experience in an administrative and/or financial role
- Experience maintaining budgets and financial reporting
- Experience with Microsoft Office, Excel and Quickbooks essential
- Bilingualism a strong asset

Competencies

- Ability to solve problems with practical solutions
- Ability to work independently/be self-directed and work within a team
- Exceptional organization, time management skills and attention to detail
- Strong verbal, written and interpersonal communication skills
- Ability to focus on client service and excellence

Working Conditions

- Office environment with frequent computer use
- Occasional evening or weekend work may be required
- Attendance at offsite meetings may be required

EnviroCentre is an equal opportunity employer. We recognize the importance of a diverse workplace and encourage applications from all qualified candidates including women, members of visible minorities, persons with disabilities, and aboriginal peoples.

EnviroCentre is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

To Apply

Please submit your cover letter and CV to hr@envirocentre.ca or in person at EnviroCentre, 366 Rideau Street. **Note:** If a CV is dropped off in person, please also send an electronic copy.

Closing date:

Sunday, February 26 at 11:59 pm

Anticipated start date:

Immediately

Important:

Please ensure your cover letter and resume are combined into a single PDF file that includes your first and last name and the reference number EP10005 in the title (ex. Jane_Doe_EP10005.PDF). Please also put the reference number EP10005 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.

