



**JOB TITLE: Finance and Administrative Associate**

**LOCATION: CALGARY**

---

### **Alberta Ecotrust Foundation**

Alberta Ecotrust is a registered charity created through a unique partnership established between the corporate sector and the environmental community in 1991. Guided by a vision of healthy ecosystems for all Albertans and a mission to inspire and mobilize those who champion and protect the environment, we were founded on the principles of fostering collaboration and trust.

Leading boldly ever since, our programs have expanded to build bridges across sectors and communities, focus on solutions and skills, and financially support hundreds of high impact environmental organizations, programs and projects across Alberta. We increasingly utilize a co-benefits approach to ecosystem challenges and financing pathways to a sustainable, low carbon future. Our environmental priorities include:

- Energy conservation and the mitigation of climate change
- Protection and conservation of water and watersheds
- Protection and conservation of habitat, ecologically critical landscapes and sustainable urban land use

Alberta Ecotrust respectfully acknowledges that our programs are delivered across the province of Alberta, comprising Treaty 6, Treaty 7, and Treaty 8 territory, the traditional lands of First Nations and Métis Peoples.

### **Diversity and Inclusion**

Alberta Ecotrust is committed to cultivating and preserving a culture of inclusion and connectedness that represents the diversity of the community we live in and work with. We welcome the unique contributions you can bring in terms of your Indigenous culture, ethnicity, race, sex, gender identity and expression, religion, disability, sexual orientation and beliefs. Alberta Ecotrust is an equal opportunities

employer, and we continue to educate ourselves on how we can improve. If we can assist by accommodation in the hiring process, please let us know.

### **Finance and Administrative Associate, Alberta Ecotrust Foundation**

Your goal in this position is to provide comprehensive and confident administrative support to Alberta Ecotrust's finance management system and operations. This role is instrumental in supporting the administrative functions of the organization and requires someone with exceptional attention to detail and a consistent drive for following through.

The Finance and Administrative Associate is primarily responsible for coordinating the financial and administrative requirements of the office. This includes: bookkeeping, financial management and reporting, data entry and database support, procurement, reception and telephone, space and logistics management, and program administration.

Additionally, the Associate plays a key role in assisting the busy Executive Team to carry out the organization's strategic framework and ensure the organization operates as efficiently as possible. This role is also critical in providing executive assistance as required, including scheduling, filing, project management and Board support.

Applying your exceptional expertise in bookkeeping and financial management, combined with your superior organizational and problem-solving skills, your work will have a huge impact on the success of Alberta Ecotrust.

This position is responsible for the following:

- Supporting the day-to-day financial functions including accurate and timely AR/AP, bank reconciliations, payroll tax and corporate filings, and distribution of payroll and benefits for employees
- Preparing quarterly financial reports including income statements, balance sheets, and cash flow reports
- Coordinating with external auditors, and ensuring a clean and timely presentation of annual audited financial statements
- Overseeing the management of leases, contracts, and other financial commitments

- Maintaining accurate reports and monthly reconciliation of grant disbursements
- Overseeing the administrative function of the organization including reception, office/facility management, a safe environment, provision of supplies and equipment necessary for effective operations
- Supporting Human Resources functions for staff, including benefits administration.
- Providing support to the Executive Team through assistance with scheduling, travel, operational oversight, and preparation/distribution of materials for quarterly Board meetings

## **Qualifications**

You will report directly to the Executive Team and also frequently collaborate with the rest of the team at Alberta Ecotrust. This position is located in Calgary. Note: Alberta Ecotrust staff are currently working remotely and will schedule a return to work in the office when public health guidelines allow it and management deems it safe to do so.

A successful candidate will possess the following qualifications:

- Degree, certificate or diploma in Business Administration, Accounting, Business or Commerce; or five years of related and relevant bookkeeping/accounting experience
- Three to five years of providing executive assistance and administrative support.
- Understanding of generally accepted accounting principles and financial management; full-cost and nonprofit accounting and reporting an asset
- Exceptional organizational and coordination skills with keen attention to detail
- Good understanding of the unique challenges and values of the voluntary sector
- Proficiency with Quickbooks accounting software and reconciling independent accounting systems (i.e. online donation/event registration systems)
- Knowledge of HR practices and procedures
- Superior typing skills and proficiency with Microsoft Office and Google Suite
- Experience managing data entry and generating reports in database applications.

## **Workplace Culture**

Alberta Ecotrust provides a flexible schedule and a positive, collaborative team culture. Our staff are extremely motivated to make a difference, and you'll be part of an innovative team that gets to do interesting, meaningful work aligned with their shared values and desire to improve the world.

## **Remuneration**

This is a full-time, 35-hour work week, permanent position with a competitive salary range of 50,000 - \$60,000 per year, plus paid health benefits and three weeks vacation and a Christmas break.

## **How to Apply**

1. Submit your application to Alberta Ecotrust via our [online recruitment system](#) by midnight on August 20th, 2021.
2. Combine your cover letter and resume as one PDF document, named as follows: LastName\_FirstName\_Finance\_Admin\_Associate
3. Your cover letter and resume combined must not exceed four pages

Applicants are encouraged to identify in their applications if they are Indigenous Peoples, Black People, People of Colour, women, youth, people with disabilities, members of the LGBTQ2SAI+ communities, new immigrants, refugees, and/or are members of other diverse communities.

If we can make this easier through accommodation in the recruitment process, please let us know by emailing [o.makovych@albertaecotrust.com](mailto:o.makovych@albertaecotrust.com).

Please note that only those selected for an interview will be contacted. We thank everyone who applies.