

# Glenbow Ranch Park Foundation

## Part-time Accounting and Office Assistant



**The Glenbow Ranch Park Foundation is looking for a part-time accounting and office assistant. This employee will work two days a week from our offices at stunning Glenbow Ranch Provincial Park. If you have experience in book keeping, are good at working independently, a self-starter, strong in client services and love the great outdoors – then we want to hear from you!**

### **General Administrative Duties**

- Coordinate and organize all meetings for the Executive Director, internal and external
- Assist in communication between the Board of Directors and the Executive Director
- Set up and prepare all the materials and other needs for BOD and other GRPF committee meetings where required
- Act as recording secretary at all the Board of Directors and Finance Committee meetings
- Ensure all internal and external distribution lists are kept current
- Prepare monthly e-newsletter and distribute through Mailchimp, GRPF website and social media
- Update GRPF website and social media as required.
- Prepare Action Notes for weekly staff meetings
- Order all office supplies from vendors
- Assistance with Monthly Newsletters
- Answer phones and be able to update/process programs/tours into Etapestry
- Well versed in tours being offered at the Park and able to communicate with the Public
- Run Visitor Info Center from time to time during “off season”

### **Accounting Administrative Duties**

- Arrange and manage courier and mail service
- Post all receipts at GRPF into the Donor Database system(Etapestry) for accounting
- Reconcile and print out donations from Etapestry on a quarterly basis
- Proficient in Simply accounting
- Reconcile monthly bank statements.
- Enter invoices, cheques in Simply accounting as received
- Provide customer service and general administrative duties
- Filing as required
- Reconcile Accpac to Power Fund

### **Accounts Receivable:**

- Prepare deposit slips & deposit funds to RBC accounts for Chief Financial Officer to deposit
- Enter donations in Etapestry with accuracy to issue tax receipts quarterly
- Mail tax receipts after they are signed by Chief Financial Officer

### **Accounts Payable:**

- Review invoices for accuracy and obtain authorization
- Code and enter Invoices into Simply; prepare cheques, arrange for signatures and mail
- Provide printouts as required for Grant projects
- Maintain Grant project spreadsheets for expenditures

### **Coordinator Bench/Resting Rock Dedication Program**

- Answer all inquiries about the Dedication Bench/Resting Rock program
- Work with donors to locate a suitable available bench location
- Work with Alberta Parks to ensure the bench and rock availability
- Update the operations spreadsheets and maps for bench and rock inventory locations
- Liaise with donors when 10 year terms are near expiration
- Process payment from donor and post to Donor Database
- Prepare copy, proof and send to provider of dedication bronze plaque
- Ensure accuracy and quality finished plaque before installation
- Coordinate installation of benches and tables with plaques with Alberta Parks
- Coordinate annual bench and rock maintenance program
- Marketing the program through social media, funeral homes, community newsletters

### **Other**

- Maintains professional and technical knowledge by identifying growth needs and engaging in educational opportunities as available and approved by management.
- Contributes to a collaborative team culture by offering to help colleagues where and when needed.
- Complies with all Glenbow Ranch Park Foundation policies and procedures, as may be amended from time to time.
- Completes other duties as assigned.

### **Requirements**

- Strong multitasking skills with the ability to prioritize tasks with minimal supervision
- Energetic, self-motivated, and can work independently
- Proficient in Simply Accounting and general bookkeeping experience
- Strong attention to detail
- Excellent communication skills
- Proficiency in MS office programs
- Experience in marketing and communications with a knowledge of use of social media platforms (an asset)
- Experience with E Tapestry, Mailchimp, WordPress and social media an asset

### **Work Hours**

- Work hours will be two set days a week typically Monday to Friday, 8:00 to 4:00 with a 30 minute lunch break. All work to be completed onsite at the Park.
- Projects, workload or events may necessitate work outside these regular hours, on evenings or weekends.

### **Application Process**

Please send resumes to the Executive Director, Sarah Parker at [sarah.parker@grpfc.ca](mailto:sarah.parker@grpfc.ca). While we sincerely appreciate every application, only those candidates selected for an interview will be contacted. No phone calls please.

**Starting Date: As soon as possible**

*Glenbow Ranch Park Foundation is a non-profit organization dedicated to the protection, promotion of  
Glenbow Ranch Provincial Park through engagement, education, collaboration and conservation*

