



Job Description

Position: Office Manager

Reports to: Board of Directors

Purpose:

Under the authority of the Board, the Office Manager is responsible for the administration of the Society. This position aids in the coordination of information and resources to the Board on the operations of the Society.

Responsibilities:

- Account payables, receivables & bookkeeping using QuickBooks
- Complete bill payments with authorized signatories
- Manage all Society correspondence, including mail and e-mail
- Preparation of financials for annual review engagement process
- Assist accountant with Charity Annual Return & GST Returns
- Preparation of meeting notices, agendas, minutes, and financial reports monthly
- Complete the reporting requirements for grants & casino funds
- Provide oversight with events and assist with preparation
- Identify grant opportunities & complete applications as required
- Design & execution of marketing, website, and social media campaigns
- Assist committees with administrative tasks as required
- Maintain all Society records
- Manage facility bookings and invoicing along with the caretaker



Vilna & District
Agricultural Society

P.O. Box 440, Vilna, Alberta T0A 3L0

Competencies:

- Experience with Microsoft Office applications
- Accuracy with bookkeeping procedures
- Marketing and social media experience
- Previous grant writing and reporting experience is an asset
- Knowledge of the Alberta Agricultural Societies Act is an asset

Remuneration:

- Contract position
- Remuneration to be negotiated at the time of hire
- No additional benefits or annual vacation offered
- Position can work remotely, with attendance at meetings mandatory