Administrative Assistant

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Office, Clerical and Technical
Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Administrative Assistant

Art Gallery of Guelph

Temporary full-time from February 4, 2019 to January 4, 2021
Temporary absence of the regular incumbent

Hiring #: 2019-0032

Please read the [Application Instructions](#) before applying

The Art Gallery of Guelph (AGG) is a not-for-profit cultural institution in the Guelph community, serving our partners – the University of Guelph, the City of Guelph, and the Upper Grand District School Board – as well as a broad and diverse membership and the general public, as a platform for artistic practice and participation in the arts. The gallery features a dynamic exhibition and public program, producing visitor experiences that foster the exchange of art and ideas. Working with and reporting to the AGG Director, the Administrative Assistant is responsible for providing day-to-day administrative support for the gallery as well as assisting the work of the Board of Trustees and Volunteer Association on an as-needed basis, facilitating clerical, financial, legal, and human resource operations.

Primary responsibilities:

- Coordinates financial operations for the gallery. Administrative responsibilities include: processing invoices and requisitions; preparing financial projections and monthly summaries; generating financial statements and annual budgets; monitoring and tracking grant revenues/expenses and liaising with funders; preparing quarterly HST/GST returns to external auditors and filing with Revenue Canada.

- Manages the distribution of agreements and related documentation to departments and third parties. Ensures adherence to retention policies and compliance reporting as required by CRA (Canada Revenue Agency) and by the AGG’s external auditor. Ensures policies and procedures are current and in accordance with non-profit charitable organization regulations.

- Provides administrative support to human resource activities through the management of employee information and records. Supports hiring processes and facilitates the implementation of HR policies. Manages the hiring of part-time staff and summer students and provides training on operational systems and policies.

- Sources, negotiates and administers contracts with vendors and monitors contract compliance.

- Manages AGG Board of Trustees’ confidential documents. Plans and schedules Trustee meetings. Attends Board meetings (weekdays and evenings) and acts as Board secretary.

- Oversees daily administrative and financial operations for the Information Desk, Gallery Shop, and Art Sales & Rental program. Oversees software for retail operations (e.g. SmartVendor POS), and for Gallery Shop/Art Sales and Rental inventory, rental agreements and consignment items.
• Coordinates department activities including meetings, receptions, conferences, and programs. Schedules staff and organises hospitality. Oversees arrangements related to consultants and artists, including payment and travel arrangements.

• Provides professional assistance to AGG staff as well as external contacts. Acts as the first point of contact in order to direct requests appropriately. Responds to public requests and concerns in a highly positive and effective manner.

Requirements of the position: 2-year Community College program (office administration, commerce, business or cultural/heritage management) or related program, plus three years of related experience, or an equivalent combination of education and experience. Preferred candidates will have administrative experience in a not-for-profit or cultural institution. Demonstrated knowledge of accounting and audit policies and procedures, as well as budget preparation, analysis and forecasting. Knowledge of financial reporting systems including Oracle financial accounting systems. Familiarity with university financial policies and procedures as well as CADAC will be preferred. Demonstrated understanding of financial reporting requirements for internal as well as external audit processes. Strong track record working with governing boards and familiarity with not-for-profit governance, as well as CRA compliance standards and registered charity information return processes. Preferred candidates will have experience in art gallery/museum operations and staff/volunteer coordination.

Additional requirements include: self-starter with strong written and oral communication skills; demonstrated tact, diplomacy and respect for confidential information and sensitive matters; strong interpersonal skills with an ability to interact effectively and professionally with a wide range of staff and stakeholders; excellent organizational, analytical and problem-solving skills; excellent time management skills and the ability to shift priorities in response to developing circumstances; highly attentive to accuracy and detail; ability to work independently and as part of a team; strong computer skills and ability to use a range of software and on-line tools including demonstrated proficiency using Microsoft Office tools (Outlook, Word, Excel, PowerPoint), Adobe Acrobat, and global payment systems.

(Covering) Position Number 098-003
Classification OSSTF/TARA, District 35 Salary Band 5
Normal Hiring Range $24.93 – $27.83 per hour

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 01 14
Closing Date: 2019 01 25

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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply