

EMPLOYMENT OPPORTUNITY

Receptionist/Bookkeeper



Your Opportunity

The North Bay-Mattawa Conservation Authority (NBMCA) is a community-based unionized environmental organization. We are dedicated to conserving, restoring, developing, and managing renewable natural resources on a watershed basis, considering human, economic and natural environment needs together in an integrated watershed management approach.

Reporting to the Human Resources Coordinator and to the Manager of Finance the Receptionist/Bookkeeper will carry out the daily clerical duties of the office at the front desk of the main office in North Bay and provide support to the Manager of Finance. Responsibilities include but are not limited to:

- Answer phones, take payments and provide customer service
- Provide general information to clients and public
- Receive and forward electronic inquiries
- Type and process correspondence, forms, letters and other documents
- Filing, letter typing, photocopying, permit disbursements
- Assist with processing approved permits
- Follow the Records Management system, create labels, code files accurately and file records
- Order office supplies
- Complete reporting and administrative procedures as required
- Comply with financial policies, procedures, regulatory requirements
- Process accounts payables and receivables
- Perform day to day financial transactions, including verifying classifying, and recording accounts payable data
- Track, reconcile and reimburse petty cash for both offices
- Bookkeeping
- Ability to meet deadlines
- Maintain the purchase order system
- Maintain and monitor point of sale terminals.
- Comply with the Occupational Health and Safety Act, its regulations and NBMCA's safety policies
- Field work as a support person to field staff
- Other duties as assigned.

Your Qualifications

- Post-Secondary certificate or diploma in Office Administration, college diploma in business-related field such as accounting or related discipline
- Minimum of three years related experience
- Well-organized with general administrative, database, financial and records management skills
- Proven oral and written communications skills
- Ability to communicate effectively with the public and work in a professional manner with all stakeholders to deliver superior customer service
- Ability to work independently, as well as in a team environment
- Proficient computer skills including but not limited to Microsoft applications (Excel, Word, PowerPoint, Outlook, etc.), QuickBooks, Adobe Acrobat etc.
- A satisfactory police records check is required
- Ability to maintain confidentiality
- Strong attention to detail and accuracy, excellent organizational and time management skills

- A positive and professional demeanor, with a passion for supporting and enabling a talented team
- Demonstrated ability to work in a fast-paced environment, while meeting daily deadlines and maintaining accuracy
- Ability to prioritize workload and to work effectively and efficiently with minimal supervision,
- Valid MTO “G” driver’s license with a clean driving record.

Your Reward

Salary range of \$22.97 to \$26.87 per hour.

Contract position within the bargaining unit for nine months with a possibility of full time. You will work with a creative, talented and solutions-focused team.

To Apply

Please send your resume and cover letter no later than December 24, 2024 **at 11:59pm (Eastern Standard Time) to:**

Email: jobs@nbmca.ca

Attention: Human Resources

North Bay- Mattawa Conservation Authority, 15 Janey Avenue, North Bay, ON P1C 1N1

Our Mission

The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in cooperation with others.

Our Vision

Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

Our Values

- **Action:** Establish priorities and undertake initiatives based on desired results, ensuring that actions or decisions are undertaken individually and collectively in an accountable and timely manner.
- **Collaboration:** Work together with our partners and communities to strengthen our approach and create synergy for improving watershed management.
- **Innovation:** Be a leader in science-based integrated watershed management that accommodates taking new approaches to our business.
- **Transparency:** Communicate and share information and ideas using appropriate language and outreach techniques to bring about clear understanding.
- **Integrity:** Ensure that actions or decisions do not compromise our fundamental values or principles.

We thank all applicants for their interest; however only those selected for an interview will be contacted. NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.