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for women & children fleeing violence

January 22, 2020

**Dixon Transition Society Job Posting**

**Job Title:**

**Executive and Accounting Assistant, Exempt Position**

**Reports to:**

Executive Director

The Executive and Accounting Assistant will support the Executive Director with administrative tasks and supports the Manager with personnel related tasks such as hiring related tasks and enrollment of staff in Dixon's benefit plans. The Assistant will also handle all incoming and outgoing invoices, assists with accounts payable and all other accounting related needs. An ideal candidate must be well organized and detail oriented. This role requires pro-activeness and someone eager to learn and take on ever increasing responsibility. The Executive Assistant will uphold Dixon's feminist values and support Dixon Transition Society's mission.

**Duties and Responsibilities:**

- Assist the Executive Director with organizational administration and related assigned tasks on a daily basis
- Assist in preparation of materials, packets and presentations for Executive Director's meetings, senior management team meetings, off-sites, and all-staff meetings
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner
- Organize documents for signatures of Executive Director, Board and members of executive staff related to relevant projects
- Creates and manages personnel files, ensuring files are up to date with copies of employment and termination records, performance records, updated personal and banking information, updated forms and signed agreements
- Performs banking functions such as reconciling bank statements, monitoring bank account memos and bank changes
- Processes accounts payable ensuring timeliness and accuracy of information
- Processes accounts receivable ensuring timeliness, accuracy of information
- Lead short-term projects and initiatives as requested by the Executive Director
- Respect the need for confidentiality and sensitivity of information
- Assist Manager on personnel related tasks and as delegated by the Executive Director
- Keep accurate records and files at all times and as appropriate
- Assist with fundraisers and events
- Attend scheduled meetings/events as required
- Organize and arrange venues, food and supplies for meetings as directed



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- Keeps office tidy and organized.
- Perform other related duties as required

**Education, Training and Experience:**

This position requires an individual who possesses:

- Diploma or education in related field
- Experience with administrative and accounting tasks

**Skills and Abilities:**

This position requires an individual who possesses:

- Ability to communicate effectively, both verbally and in writing
- Knowledge and ability to work with different office equipment, technology and software including Microsoft office 365, Receipt Bank, QuickBooks
- Able to prioritize and organize
- Ability to be flexible and exercise sound judgment
- Detail oriented
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to establish and maintain rapport with colleagues and stakeholders
- Ability to analyze and resolve problems

**Required:**

- Criminal Records Check
- Adhere to Dixon Transition Society's policies and values

**Preferred Start Date:** As soon as possible

**Hours:** Any two days between Tuesday and Thursday (14 hours)

**Schedule:** 9:00-16:30 (some flexibility in hours); some evening and weekends as per operational requirements

**Compensation:** \$22 per hour

**Email Resume and Cover letter in one pdf document to:** admin@dixonsociety.ca