

April 16, 2018

## **Water Technology Acceleration Project (WaterTAP) Administrative Assistant – Part-Time (permanent, hourly)**

### **About WaterTAP**

Created under the terms of the *Water Opportunities Act (2010)*, the Water Technology Acceleration Project (WaterTAP) was established to act as the Province of Ontario's sector support and accelerator organization for businesses engaged in technology for the drinking water, wastewater and storm water sector. WaterTAP champions Ontario's status as a world leader in water technology innovation and brings private-sector knowhow to the ecosystem, connecting entrepreneurs, utilities and investors, helping them find the resources they need to grow, thrive and ultimately meet the growing global demand for clean water solutions.

The organization operates as a not-for-profit with annual funding from the Province of Ontario and also generates self-sustaining revenue from client projects and a series of project-based contracts with provincial and federal government agencies.

WaterTAP's mission is to *connect Canadian water technology companies to resources that accelerate their commercialization, market adoption, and growth, with the aim of making Canada one of the top three innovation hubs for water technology globally.*

### **The Position**

WaterTAP is currently searching for an Administrative Assistant to work at our office in downtown Toronto. The successful candidate will be paid on an hourly basis and will work an average of 18.75 hours per week on a flexible schedule (some weeks may require more time than others). The successful candidate values quality of work, accountability, integrity, and being part of a dynamic, busy team. This position reports to the Chief Operating Officer through the Manager of Administration.

### **Key Responsibilities**

The Administrative Assistant works closely with the Manager of Administration in the daily operations of the WaterTAP office and performs essential bookkeeping functions, including:

- Preparing and processing accounts receivables, payables, and expenses by the 3<sup>rd</sup> and 18<sup>th</sup> of each month.
- Preparing and processing invoices, deposits, and wire transfers within one week of receiving the information. Prepares and sends key packages to the financial services provider.
- Conducting a monthly records audit to ensure accurate and complete files, no later than the 11<sup>th</sup> of each month.
- Working closely with the Administration Manager in preparing files for the monthly reconciliations.
- Performing varied specific, measurable, achievable, realistic and timely administrative duties to include but not limited to: photocopying, mail distribution, and filing.

- Operating various office equipment and computers using a variety of desktop applications and corporate systems.
- Preparing outgoing mail and arranges courier deliveries.
- Assisting with other administrative duties and special projects as assigned.

The effectiveness of the Administrative Assistant's efforts is measured by meeting all deliverables on time.

### **Core Competencies**

1. You can plan, coordinate and perform concurrent administrative duties with conflicting priorities and competing deadlines.
2. You can ensure confidentiality, use tact, diplomacy and professionalism to respond to diverse inquiries/issues.
3. You can demonstrate analytical, problem solving and reasoning skills to gather, analyze and reconcile financial information.
4. You have considerable experience using a variety of software packages including advanced knowledge of Microsoft Office Suite, QuickBase, and Dropbox. Knowledge of QuickBooks is an asset.
5. You have excellent time management skills and the ability to set priorities.
6. You can work independently and effectively with minimal supervision, prioritize your work schedule, and complete assigned duties within timelines.
7. You must be resourceful, flexible, adaptable, and possess a high degree of initiative.
8. You pay special attention to detail.

### **Qualifications**

The successful candidate must have the following experience:

1. A minimum of 1 to 3 years of bookkeeping experience.
2. A minimum of 1 to 3 years of experience providing administrative support.
3. Considerable experience with Microsoft Office Suite, Dropbox, and QuickBase. Knowledge of QuickBooks is an asset.
4. Excellent written and verbal communication skills.
5. Knowledge of operating standard office equipment.
6. Must be flexible and able to work flexible hours.
7. Experience working in a not-for-profit organization is an asset.

*Interested applicants should send a cover letter, CV, and three references to [hr@WaterTAPontario.com](mailto:hr@WaterTAPontario.com). Please ensure to include the position title in the subject line. Only those applicants selected for interview will be contacted. Applications close Monday, April 30, 2018.*