

<b>Job title</b>	Executive and Finance Assistant
<b>Job Classification</b>	CR-04
<b>Reports to</b>	Executive Director

## Job Purpose

The Executive and Finance Assistant is a diverse support position that works across all program areas. The position coordinates the day-to-day administration and operations of the CBT office, creating a welcome space, hosting events, updating administrative practices, and maintaining records. They work closely with the Executive Director to support the Board of Directors, as well as work closely with the Finance Coordinator to assist with bookkeeping processes. The Executive and Finance Assistant works across the CBT to support our programs and events with the overall goal of maintaining the CBT operations to be welcoming and professional.

## Duties and Responsibilities

### Office Administration - 15%

- Maintains a welcoming and functional office space including coordination of internal and external group use of space, maintenance of office supplies and equipment, mail, phone system and general inquiry email, and emergency preparedness. Leads our Ocean Friendly Business implementation with the goal of zero waste and utilizing environmentally friendly products.
- Provides front-line support to all office visitors including volunteers, grantees, and donors. Welcomes guests and assists with general inquiries and information sharing.
- Maintains contact lists, records, electronic filing, and passwords as per CBT systems.
- Supports visits from guests such as politicians and representatives from other biosphere reserves and community foundations. Coordinates access to office and equipment for as needed for visitors and partners.

### Finance – 50%

- Provides financial process support including bank deposits, prepares expenses for processing, and coordinates outgoing payments.
- Maintains financial records as electronic and paper files to meet internal and external requirements

- Supports with recording accounts payable and accounts receivable and following up with vendors and customers as needed.
- Reconciles corporate credit card payments by ensuring timely receipts and recording of expenses to the correct accounts.
- Supports Finance Coordinator with other month end accounting tasks as needed.

#### **Governance Support – 15 %**

- Builds relationships with board members and helps to host meetings in a spirit of connectedness, appreciation, and service.
- Provides support for the Board of Directors, Executive Committee and Biosphere Centre Development Committee including creating a welcoming atmosphere, arranging meeting logistics, tracking meeting confirmations, recording minutes, and records management.
- Supports year end reporting by finalizing meeting minutes and maintaining board records for submission.

#### **Program Support – 10%**

- Coordinates logistics for CBT events such as volunteer appreciation, grant information sessions, research gatherings, and open houses.
- Provides administrative support for all programs and staff:
  - Assists with hosting of meeting (in-person, remote, or hybrid) and supporting guests.
  - Arranging travel, catering, and expense claims with the goal of supporting engagement and accessibility.
  - Records minutes for granting committees and other meetings.

#### **Teamwork – 10%**

- Participates in team meetings and planning processes.

### **Working Conditions**

- 6-hour workday / 30.0-hour work week.
- Ability to work on a flexible schedule (evenings and weekends) may be required to attend events and meetings during evening as weekends.
- Valid Class 5 Driver’s license and access to vehicle required to travel to occasional meetings, events, and presentations across the Biosphere region.

### **Physical and Mental Requirements**

- The position will require long hours sitting in front of a computer screen.

- The position will require travel by small boat and float plane to remote communities.

## Direct Reports

See organizational chart.

## Qualifications (subject to modifications dependent on staff compliment and/or operational requirements)

<b>Education</b>	office administration training or other relevant programs.
<b>Professional Certifications</b>	N/A
<b>Experience</b>	Experience providing administration support. Familiarity with financial processes and record keeping.
<b>Knowledge</b>	Knowledge of First Nations issues and communities in the Biosphere Region (preferred).
<b>Skills / Abilities</b>	Excellent task management, prioritization, and organization skills.  Excellent listening and networking skills.  Computer literacy using major platforms and software. Experience utilizing Office 365 is an asset.  Ability to write clearly, quickly, and effectively in English.  Ability to work through conflict and diversity of thought.  Ability to work in collaboration with multiple stakeholders.
<b>Personal Suitability</b>	Organization, Flexibility, Empathy, Resilience, Integrity, Compassion, Good Judgement, Creativity, Teamwork, Open-mindedness
<b>Values</b>	Communication, Learning, Being Cutting-Edge, Perseverance to Deliver, Respect, Joy

<b>Date Last Reviewed</b>	
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	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Approved By</b>			

Employee			
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