



The Alberta Invasive Species Council (AISC) is a registered not-for-profit organization committed to reducing the impacts of invasive species on Alberta and Albertans. Formed in 2006, AISC has been the leading voice in Alberta on invasive species issues and their management. The AISC vision is “Prevention Inspired; Alberta Protected”.

Are you passionate about protecting Alberta from the impacts of invasive species and interested in gaining valuable work experience while being a part of an amazing team? At AISC we know our people are our greatest asset. We value our team members and work hard to maintain the very best workplace culture and to provide our staff with valuable networking and professional development opportunities.

Job Title: Financial – Administrative Officer

Location: Remote work, location negotiable within Alberta

Application Deadline: August 2, 2024 or until suitable candidate is found

Anticipated Start Date: September 3, 2024 (start date is flexible)

Salary: \$65,416.

Term: One year: September 2024 to September 2025 with the possibility of extension (pending funding)

Summary: We are seeking a motivated and detail-oriented Financial-Administrative Officer to support our remote team in achieving our mission to protect Alberta from the impacts of invasive species. As the Financial-Administrative Officer, you will play a crucial role in ensuring smooth day-to-day operations, facilitating effective communication, and contributing to the overall success of our organization. You will oversee general financial operations, the preparation and tracking of annual and project budgets, forecasting, audit preparation, and ensure smooth administrative operations.

Responsibilities:

General Administrative Support:

- Provide comprehensive administrative support to all team members.
- Organize and maintain digital files, ensuring accessibility and data accuracy.
- Assist with document preparation, proofreading, and editing as needed.
- Assist with grant applications and reports.
- Assist with updating Annual Partnership and Membership Databases and access to Member Portal.
- Manage professional contracts for insurance and contractors and assist with hiring staff.
- Support other staff when necessary.

Financial and Expense Management:

- Update and implement financial policies, systems and procedures.
- Support AISC's bookkeeper to ensure files are up-to-date and accurate.
- Oversee accounts payable and receivable.
- Create and process invoices, track expenses, and assist in budget preparation, monitoring and forecasting.



- Review incoming funding agreements and prepare budget setup with existing chart of accounts.
- Track funding agreements, financial reports and reporting requirements.
- Manage records.

Qualifications:

- Degree in a related field (e.g., accounting, finance, office administration, business). A diploma may be considered if accompanied by relevant experience.
- Experience in administrative roles, preferably in a nonprofit setting.
- Experience drafting and managing budgets.
Experience in reviewing funding agreements and applying for and reporting on grants will be considered an asset.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Proficient in the use of virtual communication tools and collaboration platforms.
- High level of proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Ability to work independently and collaboratively in a remote work environment.

How to Apply:

Interested candidates should submit a resume and cover letter in a single pdf file to execdirector@abinvasives.ca. Please include "Financial – Administrative Officer Application - [Your Name]" in the subject line. The application deadline is August 2, 2024.

Please contact execdirector@abinvasives.ca with any questions about this position.

The Alberta Invasive Species Council is an equal-opportunity employer. We encourage applications from candidates of all backgrounds and experiences.