



10 River Street East | Prince Albert, SK | S6V 8A9 | [p] 306.764.2992 | [e] historypa@citypa.com | [w] www.historypa.com

February 21, 2017

The Prince Albert Historical Society, operating since 1886, exists to preserve and promote the heritage of Prince Albert and area. We are in partnership with the City of Prince Albert and operate the Historical Museum, Rotary Museum of Police and Corrections, Evolution of Education Museum, Diefenbaker House and the Bill Smiley Archive.

The Society is in need of an office administrator.

Please review the attached job description.

This Competition Closes: March 15, 2017

Please respond to:

Prince Albert Historical Society
Attn: Connie Gerwing, President
10 River Street E
Prince Albert, SK
S6V 8A9
historypa@citypa.com



Dr. C. H. & Lenore Andrews

Job Description

Title: Office Administrator
Reports to: Curator
Job Status: 16 hours per week, with some flexibility

Supervisory Responsibilities

None

Job Summary

The office administrator will be responsible for the management of the office of the Prince Albert Historical Society. Under the supervision of the Curator you will maintain our business records and maintain contact with our stakeholders.

Key Responsibilities

Administrative/Financial

- Prepare payroll for the Society's staff and ensure remittance for payroll tax is made.
- Process cheques for signing and distribution, make bank deposits as required and reconcile all cash amounts with the financial statements.
- Produce Charitable Tax Receipts as directed.
- Enter financial data to Sage 50 accounting software.
- Prepare the monthly financial statements of the Society and forward them to the directors and members.
- Compile information for the Auditor's review engagement.
- Ensure that Provincial Sales Tax is remitted to the Government of Saskatchewan as required.
- Complete the yearly T3010 Charitable Tax Return.
- Complete the twice yearly Canada Revenue Agency Public Service Body Rebate (GST)
- Assist in compiling information for budgets and grant applications.

Office

- File the Society's minutes and other information as required.
- Ensure that the requirements of the Information Services Corporation are met.
- Receive, direct and relay telephone messages
- Welcome visitors/members and respond to and direct their inquiries
- Compile board meeting materials etc. as directed by the Curator.
- Coordinate volunteers and tours as needed
- Maintain membership database and mailing lists and prepare mail-outs as required.
- Assist with promotions and marketing as required.

Gift Shop

- Maintain an inventory of the Society's souvenir shop.
- Fill all shelves and brochures with current information.

Website/Social Media

- Update the website as needed
- Post events, weekly photography (archival) etc.

Other

- Assist with setup of events as required.
- Assist with setup and takedown of displays as required.
- Other duties as assigned by the Curator.

Knowledge, Abilities, and Skills

- Strong computer skills, including Sage 50 Accounting, Microsoft Office
- Understanding of provincial and federal reporting requirements.
- Ability to work independently and in a team environment
- Strong interpersonal skills
- Demonstrated organizational skills
- Excellent written and verbal communication skills

Requirements

- Possession of a valid Saskatchewan Class 5 Driver's License
- Minimum 1 year certificate/diploma in office education or other administrative or accounting program from a recognized educational institution.
- 2 years related experience, ideally with a non-profit organization