

EMPLOYMENT OPPORTUNITY

Administrative Coordinator: A role designed to support excellence and efficiency.
Full-time

The Opportunity

WRSS Division of Family Practice is seeking an **Administrative Coordinator** who will have a focus on compliance, reporting and finance. This is an ideal role for someone who thrives on creating efficient processes, has an exceptional attention to detail, experience with supporting a non-profit society in a compliance capacity, and a financial background. Integral to the organization, this role offers complexity and diversity for the right candidate.

The WRSS Division is a local network of family physicians, and part of a province-wide initiative designed to inspire local health care change and strengthen primary health care in BC. Operating as a non-profit society, the Division aims to increase primary health care capacity, and improve patient and population health outcomes by implementing programs and services that will positively impact family physicians and their patients. We are an organization that values diverse perspectives, is innovative, strives for excellence and believes in transparency and accountability.

Responsibility

The Administrative Coordinator will be responsible for:

- Coordination of strategic leadership committees, which includes the:
 - creation and distribution of meeting notices, agendas, and meeting packages,
 - recording, distribution, and electronic filing of minutes
 - maintenance of contact lists of committee membership including appointment dates and terms of appointment, and
 - management of all correspondence.
- Coordination of contracts / funding agreement documentation and reporting:
 - create and maintain files – electronic and paper of all funding agreements and contracts, and
 - work with the team of managers and Executive Director to produce reports as outlined in the funding agreements.
- Oversight of society and legal requirements to ensure compliance, which includes:
 - assisting with organization and all legal obligations of the Annual General Meeting,
 - oversight of the Division's incorporation status and the facilitation of all annual filings of required reports and information,
 - development and maintenance of all Division bylaws, policies, and procedures, and
 - filing of reports.

- Coordination and oversight of financial processes, including:
 - accounts payable and receivable,
 - physician payments, tracking, and reconciliation,
 - purchasing,
 - preparation of reports and documentation for auditors,
 - administration of the Division's insurance coverage,
 - administration of the Division's employee benefits program, and
 - development and refinement of financial systems and procedures to ensure efficiency.

Desired Skills and Experience

- Experience with supporting a non-profit society in a compliance capacity and preferably knowledge of the BC Society's act.
- Strong attention to detail to produce accurate and complete work.
- Experience with financial processing and reporting.
- Previous administrative experience with strong ability and interest in PC-based technology.
- Proficiency with spreadsheets, databases, and word processing.
- Team focused and solutions orientated.
- Ability to think outside of the box, work at a strategic level with the Executive Director, and support innovation.
- Solid written and oral communication skills, excellent phone manner, and a customer service orientation.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment and to work virtually.
- Proactively takes initiative to see what needs to be done and utilizes a quality improvement approach.
- Ability to attend occasional early and late meetings.

This position will be 37.5 hours per week, Monday to Friday, generally 8:00 am to 4.00 pm (with occasional early and late meetings). Salary range \$28 to \$33 per hour plus benefits.

Applications by email with cover letter to: info@wrssdivision.ca

November 5, 2021