



**1 Position: Office Administrator and Bookkeeper  
(Contract, Part-time)**

The Anishinabek/Ontario Fisheries Resource Centre (A/OFRC) is a not-for-profit corporation established by agreement between the Grand Council Chief of the Anishinabek Nation and the Ontario Minister of Natural Resources to further the knowledge and conservation of fisheries resources of interest to member First Nations and Ontario's stakeholders.

The A/OFRC is hiring a part-time office administrator to provide bookkeeping, clerical, administrative and financial duties for this small Not for Profit corporation with 5 employees. The work week is 10 to 15 hours, times to be determined. This position is based out of the Centre's office in North Bay, Ontario. The Office Manager will be required to provide a satisfactory police background check at the time of hiring and subsequently at the discretion of the General Manager.

The position is open immediately and will remain open until a suitable candidate is selected.

**Remuneration:** \$ 20 - \$30/hr.

**Duties will include:**

- Bookkeeping duties. Completes accounts payable and receivable, expense reimbursement, issues cheques and manages banking.
- Submits payroll through third party payroll company.
- Assists with annual audit, financial statement, and budget reports.
- Manages government remittances: (HST, EHT, WSIB & others as required)
- Manages vacation, sick leave and compensatory time records.
- Assists the General Manager with administrative and office support functions.
- Administers employee Benefits Plan & RRSP.
- Administers third party contracts (including computer network, communications).
- Administers leases and rentals for facilities and storage, vehicle registrations, Insurance.

**The ideal candidate will have:**

- Organizational skills
- Excellent oral and written communication skills
- Knowledge of and experience with bookkeeping systems (Sage, Excel and MS office)

**Application Deadline:** until a suitable candidate is identified.

Potential candidates should email cover letters and resumes outlining their qualifications to [aofrc@aofrc.org](mailto:aofrc@aofrc.org). Applications may also be mailed to A/OFRC, 191 Booth Rd. Unit15, North Bay ON, P1A 4K3. Enquiries may be made by email or by calling 705-472-7888, extension 100.