

Job Title: Business Administrator**

Company: Autism Canada

Location: GTA, Ontario - Remote (with possibility of occasional on-site meetings)

About Us

For over 47 years Autism Canada has had a national perspective on the issues currently facing those with ASD, their families and other stakeholders, led and governed by Autistic individuals. We pride ourselves on our commitment to supporting the Autistic community and driving change to make Canada a better place to call home. Our team consists of talented individuals who are passionate about our work, in a fully inclusive, neurodivergent workplace.

Position Overview

We are seeking a highly skilled, Full Time Business Administrator to join our dynamic team. As a Business Administrator, reporting directly to the Executive Director, you will play a key role in performing administrative, financial, and operational tasks that keep our organization running smoothly. Though the position is remote, you will collaborate daily with team members in the completion of projects, tasks and general inquiries.

Roles and Responsibilities

- **Finance and Resource Management**
 - Accurately manage the Donor database, including entering data from multiple platforms, generating, and issuing tax receipts, and creating reports for internal and external stakeholder use
 - Ensure accurate and timely tax receipts are created and issued according to the legal guidelines set by Canada Revenue Agency
 - Manage accounts payable and accounts receivable as per policy and procedures
 - Provide month-end reports to the Bookkeeper
- **Human Resources**
 - Manage the onboarding and offboarding of staff and board directors
 - Coordinate and provide support to new staff, as required
- **Administration**
 - Adhere to administrative procedures
 - Maintain the inventory of technology and resources in physical storage unit and cloud storage.
 - Organize internal staff meetings and events
 - Provide administrative support to the Executive Director and Board of Directors
 - Receive and redirect mail as required
- Other responsibilities as assigned

Qualifications and Experience

The Business Administrator will be committed to Autism Canada's mission and will demonstrate the requisite qualifications, including:

- College diploma or University degree in a relevant discipline
- A minimum of 4 years of administrative experience with a non-profit and registered, charitable organization
- Must be legally entitled to work in Canada
- Professional development and learning in at least one of the following:
 - Communications
 - Public Relations
 - Information Technology
 - Bookkeeping
 - Human Resources

Enabling Competencies

The Business Administrator will consistently demonstrate:

- Strong written and verbal communication skills
- Highly organized, excelling at time management
- Highly independent, problem solver
- Strong interpersonal and project management skills
- Advanced Microsoft Office proficiency
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, mission-driven and self-directed behaviours

Work Conditions

The role is conducted primarily from the Business Administrator's home office. Work is primarily conducted virtually using a computer and/or laptop and phone. Some evenings and weekend work may be required, and some travel is required to storage in the GTA.

Full Time: 37.5 hours per week

M-F 9am-5pm EST

Salary: \$24/hr

How to Apply: If you are a passionate and driven individual, with looking to make an impact, we'd love to hear from you! Please submit your resume and a cover letter outlining your qualifications and why you're interested in joining Autism Canada to apply@autismcanada.org. Please note, only applicants selected for an interview will be contacted.

Autism Canada is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.