



Executive Assistant/Finance Clerk 0.8 FTE

Job Description

Department: Finance
Location: Berwick, Nova Scotia
Union: Non-union
Position: Permanent, Part time
Responsible to: Director of Finance

Description of Grand View Manor:

Grand View Manor is a not-for-profit home known to support our community through our commitment to quality care and innovative support for both clients and our interdisciplinary team. In our 142-bed facility, care is provided in an enriched housing, an assisted living, and a nursing home setting. We are committed to providing holistic care to the residents we serve.

Located in Berwick, Apple Capital of the Annapolis Valley, we are one hour from Halifax and minutes away from the highest tides in the world. Work with us as we plan for our new state of the art facility scheduled to open in 2026.

We are a scent-reduced environment, and we actively promote a safe and respectful workplace.

Position Summary

The part-time Executive Assistant/Finance Clerk position is responsible for data entry and payment of all trade payables. Prepares all billings for Orchard View and Fundy Villa apartment tenants and Nova Scotia Public Housing Agency (NSPHA). Responsible for attending GVM Seniors Foundation Board and Committee meetings. Sends out all meeting materials and takes minutes of all meetings attended.

Responsibilities

- Data entry and payment of all trade payables in a timely manner.
- Prepares Fundy Villa apartment service billings
- Prepares monthly service and supply billings to Nova Scotia Public Housing Agency (NSPHA).
- Prepares Orchard View apartment rent and service billings
- Prepares cable, telephone, beauty shop and miscellaneous service bills for apartment tenants
- Sets up and maintains Orchard View apartment tenant files.
- Responds to tenant billing inquiries and concerns

- Sends out announcements and materials for all GVM Seniors Foundation and Committee meetings. Arranges for refreshments at meetings as needed. Prepares meeting minutes in a timely manner.
- Sends out materials and attends General Staff, Leadership and JOHSC meetings. Prepares meeting minutes in a timely manner.
- Prepares memorial donation acknowledgments for GVM Seniors Foundation
- Assists in planning of GVM Seniors Foundation fundraisers including annual golf tournament.
- Provides coverage for full-time Finance Clerk and other clerical staff as needed
- Other duties as assigned by Director of Finance

Education and Training:

- Minimum of Grade 12 or equivalent with diploma in business administration with a concentration in accounting preferred
- Strong computer application skills in Microsoft Office Suite, and Sage 300 accounting software would be highly preferred
- An equivalent combination of education, training and experience may be considered.

Skills:

- Excellent organizational / time management skills
- Communicates well with strong interpersonal skills and a proven team player
- Must be flexible and adaptable – embraces change as part of the organization's culture
- Displays work accuracy and has strong attention to detail
- Requires minimum supervision
- Understands, practices, and embodies Grand View Manor's values
- Experience in similar bookkeeping/clerical role is an asset
- Regular Attendance required

Working Conditions:

- Mostly sedentary work with repetitive movements such as typing and multiple phone use
- Requires use of computer
- May be lifting supplies boxes up to the acceptable weight as recommended by OH&S

Please send your resume & cover letter to careers@grandviewmanor.org

We value diversity in the workplace and strongly encourage applications from all qualified candidates including African Canadians and other members of the visible minority community, indigenous peoples, persons with disabilities, members of the 2SLGBTQIA+ community and women in non-traditional roles.

