



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

ADMINISTRATIVE ASSISTANT – RECREATION (PT)

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services to approximately 15,000 residents who live in the University of British Columbia's Point Grey campus. At the UNA, we have built a workplace culture centred around creating strong and diverse communities.

We are seeking to fill the position of a part-time Administrative Assistant - Recreation. Reporting to the Recreation Manager, the Administrative Assistant's primary responsibility is ensuring organizational effectiveness by providing accounting and clerical support to the Recreation Manager, and Recreation department. The position responsibilities include bookkeeping tasks such as performing credit card reconciliations, and administrative task such as preparing or assisting in the preparation of business correspondence, presentations, reports and spreadsheets. The position also provides timely and accurate timekeeper support to external contract service providers all while maintaining high standards in professionalism and strict confidentiality at all times.

To qualify for this position, you will possess a minimum 2-3 years' relevant work experience in accounting, ideally in a not-for-profit or municipal setting.

You must be proficient in the use of Microsoft Office and have working knowledge of Sage Intacct software applications. You must have excellent organizational skills, possess strong attention to detail and have the ability to multitask and set priorities to meet deadlines.

The incumbent is expected to exercise sound judgment, tact and discretion at all times in dealing with confidential matters, and to demonstrate exceptional levels of customer service to other departments within the organization and within the greater university community.

This position offers a competitive wage and a flexible part-time work schedule. Working at the UNA means a challenging and rewarding career where your goals are supported, your creativity is valued, and your colleagues are collaborative.

If you want to join our highly engaged and talented team and make direct impacts in the community, please submit your resume and cover letter by **November 29, 2024**, to:

Dave Gillis, Recreation Manager
University Neighbourhoods Association
#202-5923 Berton Avenue
Vancouver, BC, V6S 0B3
Email: dave.gillis@myuna.ca

For more information on the UNA, and to view the detailed job description visit www.myuna.ca.

Application Deadline: November 29, 2024

Salary Expectation: \$25.00 to \$28.00 per hour

UNIVERSITY NEIGHBOURHOODS ASSOCIATION



Hours Expectations: Part Time, 21 hours per week