



**Job posting: Bookkeeper/Executive Assistant,  
Temporary, part-time (29 hrs/week during the initial 2 month onboarding period,  
21.75hrs/week after 2 months)**

*Shortgrass Library System honours and acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuut'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also honour and acknowledge that we are on the homelands of the Metis Nation within Region III.*

Shortgrass Library System is looking for a forward-thinking Executive Assistant (EA) with great attention to detail to provide administrative and bookkeeping support for the organization for a period of approximately 11 months.

The successful candidate should have superior organizational, customer service, problem solving, computer and communication skills and be able to work without close supervision.

Reporting to the Chief Executive Officer, the Bookkeeper/Executive Assistant has responsibilities in 3 main areas:

- Administrative, financial & payroll support
- Facility support
- Board support

On the administrative side, the Bookkeeper/EA provides confidential administrative support to the CEO and Management Team and acts as a communication hub for the organization. The Bookkeeper/EA also coordinates facility maintenance, supports the CEO in procuring cost estimates for necessary repairs/upgrades and is in charge of event related arrangements, such as room bookings, catering, etc. The position is responsible for compiling and distributing information for the monthly Library System Board agenda package, as well as acting as the recording secretary at board meetings.

**Qualifications:**

- While the preferred qualification for this position is a Business Administration diploma, candidates holding equivalent education and experience relating to the position may also be considered.
- A minimum of three years of bookkeeping experience, including payroll administration.
- Experience with Sage (or other accounting software) and Excel spreadsheets is a must.

- Experience with business year end processes, as well as government reporting (Charities return, GST return, etc).
- Computer skills in a Windows environment, including knowledge and experience using office equipment such as PCs, printers, scanners and photocopiers, Microsoft Office, Google Apps and the internet.
- Most importantly, the successful candidate will be adaptable and highly organized.
- Excellent customer service skills.
- Adept at problem solving, planning and coordinating.
- Excellent communication skills, both oral and written.
- Self-starter who meets timelines to ensure all initiatives are completed on time.
- Ability to handle sensitive and confidential information in a professional manner.
- Experience working with community leaders, non-profit and volunteer Boards.
- Knowledge of FOIP guidelines for the nonprofit sector would be an asset.
- Ability to work in a busy team environment.
- Occupational Health & Safety Experience would be an asset.

This part-time position has a workweek of 29 hours for the 2 month onboarding period, and 21.75 hours starting in month 3 and a competitive salary starting at \$26.46/hour + 6% vacation pay and paid sick leave.

The anticipated start date for this position as soon as possible.

Applications must include a cover letter, resume and contact information for 3 professional references.

All qualified candidates are encouraged to apply via email as soon as possible. This posting will remain open until filled.

Petra Mauerhoff, CEO  
Shortgrass Library System  
jobs@shortgrass.ca

*Absolutely no phone calls or in person visits please. For this selection process, we will be communicating with candidates by email. Candidates must include in their application a valid email address and make sure that this address is functional at all times and accepts messages from unknown users.*

*Shortgrass Library System is committed to building a skilled and diverse workforce that reflects the communities we serve.*

*Shortgrass Library System is also committed to developing inclusive, barrier-free selection processes and work environments. Should you require accommodation in relation to a disability, please notify us at the beginning of the selection process. This information will be kept confidential.*

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Shortgrass Library System thanks all applicants for their interest, however, only those applicants selected for an interview will be contacted.*