



## Job Posting – Administration Assistant

Eagles Nest is looking for an individual to join our team as our *Administration Assistant*. Along with basic financial and administration skills, this individual needs to align with our values and be passionate about working for an organization committed to making a difference in the lives of others.

For over 20 years, Eagles Nest has been a beacon of hope, healing, and resilience in our community. As a registered charity, we provide accessible, affordable mental health services to individuals and families across the Hamilton and Halton regions. Rooted in compassion, love, inclusion, and integrity, we offer therapy, coaching, and support programs that empower people of all ages to build healthy relationships, develop self-worth, and navigate life's challenges. Eagles Nest welcomes everyone for who they are, without regard to religion, ethnicity, race, gender or sexuality.

To sustain these programs, Eagles Nest operates Rescued & Restored, a 6,000-square-foot thrift store in Freelton. The store generates essential funding for our mental health services by selling donated household goods, furniture, clothing, and other items. It also strengthens community connection by offering meaningful volunteer opportunities and supporting environmental stewardship through the reuse and recycling of donated items.

### Job Description:

This role provides financial and administrative support, including data entry, filing, and financial record maintenance, and reports directly to the Administration Manager.

### Responsibilities:

- Prepare bank deposits, ensuring accuracy and proper documentation
- Record and match income and expenses in QuickBooks Online (QBO)
- Assist with internal records and accounting entries for donations received
- Prepare recurring and ad hoc financial and operational reports for management
- Maintain organized digital and physical filing systems
- Support accounts payable and accounts receivable processes
- Manage office correspondence, including emails, phone calls, and mail distribution as required
- Order and manage office supplies and maintain inventory records
- Ensure compliance with company policies and financial procedures
- Provide general administrative support to leadership and team members
- Maintain confidentiality of sensitive financial and company information

### Qualifications:

- Currently pursuing a business or accounting degree and/or has experience in bookkeeping or related financial/administrative work
- Basic knowledge of bookkeeping principles and financial recordkeeping
- Experience with QBO or similar accounting software preferred
- Proficiency in Microsoft 365 Applications (SharePoint, Outlook, Excel, Word)
- Strong attention to detail and high level of accuracy, especially with data entry and financial records
- Strong organizational and time-management skills
- Clear written and verbal communication skills
- Ability to handle confidential financial and donor information with discretion
- Comfortable learning new software and internal systems
- Ability to work independently while supporting a team environment

**Start Date:** Immediate

**Hours:** 5 – 8 hours per week scheduled Monday – Thursday

**Compensation:** \$20/hr.

**Location:** In person – Eagles Nest Office: 606 Dundas St. E, Waterdown

**To apply:** Submit a cover letter and resume to [careers@eaglesnestwaterdown.ca](mailto:careers@eaglesnestwaterdown.ca). We thank all applicants for their interest; however, we will only be contacting those selected for an interview.

*Eagles Nest is committed to fostering an inclusive and accessible workplace. In accordance with the Accessibility for Ontarians with Disabilities Act, on request all reasonable accommodations will be provided to support participation in all aspects of the recruitment and hiring process and in performing the assigned responsibilities.*