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.

Eagles Nest is a registered charity. For over 20 years, Eagles Nest has provided accessible mental health services to individuals and families across Hamilton and Halton. We offer therapy, coaching, and support programs for adults, youth, and children, rooted in compassion, love, inclusion, and integrity. Eagles Nest also operates Rescued & Restored, a 6,000-square-foot thrift store in Freelton that generates essential funding for our mental health programs while creating meaningful volunteer opportunities and offering sustainable shopping options.

Job Description:
Reporting to the Administration Manager, the Administration Assistant provides essential financial and administrative support to help ensure the smooth and efficient operation of Eagles Nest. Key responsibilities include data entry, financial recordkeeping, filing, and supporting day-to-day administrative and accounting processes.

Responsibilities:

- Prepare bank deposits, ensuring accuracy and proper documentation.
- Record income and expenses in QuickBooks Online (QBO).
- Maintain financial records and assist with recording donations received.
- Prepare financial and operational reports for management.
- Maintain organized digital and physical filing systems.
- Support accounts payable and accounts receivable processes.
- Manage office correspondence, phone calls, mail distribution, and mail-outs as required.
- Order office supplies and maintain inventory records.
- Follow organizational policies and financial procedures.
- Maintain the confidentiality of sensitive financial, donor, and organizational information.
- Provide general administrative support to leadership and other areas of the organization as needed.

Qualifications:

- Currently pursuing a business or accounting degree or has experience in related financial or administrative work.
- Basic understanding of bookkeeping principles and financial recordkeeping.
- Experience with QuickBooks Online (QBO) or similar accounting software is an asset.
- Proficiency in Microsoft 365 applications, including SharePoint, Outlook, Excel, and Word.
- Strong attention to detail and accuracy, particularly 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.
- Willingness to learn new software and internal systems.
- Ability to work independently while contributing to a team.

Start Date: Immediate
Hours: Minimum of 15 hours per week scheduled during office hours Monday – Thursday
Compensation: $21/hr.
Location: In person – Eagles Nest Office: 606 Dundas St. E, Waterdown

To apply: Submit a cover letter and resume to 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.

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