



EMPLOYEE JOB DESCRIPTION

Job Title:	Women Entrepreneurs-in-STEM (WESTEM) Administrative & Accounting Coordinator	
Reports to:	Women Entrepreneurs-in-STEM – Senior Program Coordinator	
Location:	Economic Development Lethbridge/Tecconnect 3582-30 Street North, Lethbridge	
Duration:	37.5 hrs/ week Full-time Term definite, to end of project contract March 31, 2022	
Salary Range:	\$40,000 - \$44,000	
Completed by:	Renae Barlow	Date: January 4, 2021

Organizational Overview

Economic Development Lethbridge (EDL) is an independent not-for-profit organization governed by a 31 member Board of Directors. The mandate of the organization is to strengthen and develop the Lethbridge economy by initiating and facilitating proactive economic development strategies and promoting our great city as an excellent place to live, learn, invest, visit and do business.

Tecconnect is a facility in Lethbridge, owned and operated by Economic Development Lethbridge, that is designed to attract, incubate and develop technology companies through commercialization of products and services. Entrepreneurial training and business advising are also provided through this venue with enhanced video conferencing capacity.

The Women Entrepreneurs-in-STEM Program is a three-year program funded through Western Economic Diversification -Women Entrepreneurship Strategy program to create a STEM centric community in southern Alberta by offering training, networking, mentorship and access to current and emerging technologies. It focuses on advancing gender equality in the STEM sector by supporting under-represented women in rural and remote regions.

Purpose of the Program

The purpose of the project is to create a STEM centric community in southern Alberta by offering training, networking, mentorship and access to current and emerging technologies. It focuses on advancing gender equality in the STEM sector by supporting under-represented women in rural and remote regions.

Purpose of Position

Through the Teconnect facility and RINSA network, this position is responsible for supporting the Project Team by handling the administrative, accounting and reporting needs of the program/team in order to successfully implement and deliver the Women Entrepreneur-in-STEM Program.

Key Accountabilities/Responsibilities

Overview:

As the first point of contact for the WESTEM program, the Administrative & Accounting Coordinator is responsible for providing excellent customer service and administrative and accounting coordination to Women Entrepreneurs-in-STEM. Specifically, the person in this role will ensure timely and accurate accounting analysis and reporting by performing daily accounting operations of our dynamic business, transferring data from one set of reports to tailored reports required for our funders.

Specifically:

Accounting Support

- Aligning process development of the administrative metric and financial record keeping required for STEM contract to report on outcomes of the funded programs.
- Providing various monthly/quarterly/yearly reporting and analysis as required.
- Credit Card Reconciliations.
- Maintain capital asset schedule for the WESTEM program.
- Assisting with Year End Review/Audit Requirements.
- Preparing financial reports for STEM submissions in accordance with best financial management practices; maintain financial records and copies; ensure timelines for reporting are met. Ensure the submission of financial records is accurate and complete and completed consistent with deadlines.
- Full cycle accounting including cash receipts, accounts receivable and accounts payable backup.
- Maintain vendor master files and EFT information.
- Processing of vendor invoices & payments for review and payment.
- Vendor contract review and assurance of correct rates as per signed vendor agreements.
- Reconcile daily revenue reports from online and point of sale systems.
- Support Revenue Audit & Month-end Reconciliations.
- Perform accounting and analytical tasks associated with periodic and annual financial close.
- Prepare assigned journal entries, accounts receivable aging & account reconciliations.
- Determine and make recommendations on adjusting postings to the general ledger.
- Complete assigned month-end closing adjustments, ensure reports and schedules are updated.
- Reconcile project entries to organizational accounting systems to accommodate different year end reports.

Client/Service Provider Relationships

- With a clear understanding of the program/project, be able to triage incoming client inquiries to the best resource.
- A supportive point of contact for entrepreneurs and service providers.
- Develop and maintain excellent relationships with entrepreneurs and service providers.
- Assist entrepreneurs with co-working space, meeting rooms and equipment bookings, rentals, setup/takedown and room management.
- Respond to general enquiries regarding the programs and services.

Skills and Know-How

- 1-3 years of full cycle accounting / bookkeeping.
- Familiar with standard accounting software packages.
- College/Technical School Diploma in Accounting an asset.
- Experience with demonstrated excellence in project financial management.
- Ability to operate flexibly in a fast-paced environment.
- Ability to work productively independently or with a team.
- Excellent customer service, interpersonal and communication skills.
- Fine attention to detail with advanced organizational skills.
- Experience in writing and editing reports and other professional documentation.
- Excellent computer and word processing skills with a strong background in Microsoft 365 software applications including Microsoft Outlook, Word and Excel. Experience with other software such as Trello and AirTable would be an asset.
- Experience as an entrepreneur or working with entrepreneurs would be an asset.
- Excellent written and verbal communication skills.
- A team player with a go-getter attitude.
- Demonstrates a collegial and cooperative attitude working with several team members throughout the organization.
- Experience with reporting requirements for Government Grants.

Decision Making

- The Administrative & Accounting Coordinator must actively engage in the team decision-making process.
- Decisions must reflect the high-quality standards of EDL: the vision, business plan, core organizational priorities and critical success factors as outlined by EDL staff and Board of Directors.

Results

- Timely and accurate financial reports/claim submission are a key responsibility of this position.
- High-quality, effective and efficient support that meets the organizational goals as well as the expectations of our funder, Western Economic Diversification – Women Entrepreneur Strategy.

- Excellent customer service: exceptional and timely telephone assistance and face-to-face interaction with all Teconnect and EDL stakeholders.

How to Apply

Please submit cover letter and resume to Jenny Bourne, Women Entrepreneurs-in-STEM - Senior Program Coordinator at WESTEM@chooselethbridge.ca with “Women Entrepreneurs-in-STEM Administrative and Accounting Coordinator” in the subject line by Friday January 22, 2021 at 4:00 p.m.

You will receive a confirmation email that your application has been received.

Interviews will be held virtually over Zoom platform or in person at Teconnect if safe distancing protocols are permissible.