KELOWNA COMMUNITY MUSIC SCHOOL
EST. 1976

Office Administrator – Job Description
July 2023

The Position:
Reporting to the Executive Director, the Office Administrator is the first point of contact for all visitors to KCMS. From initial enquiry to managing student waitlists, registration, and fee processing, the ideal candidate possesses excellent people skills with the ability to work independently in a task-oriented environment. In addition to regular interactions with our student families, the Office Administrator completes all book keeping tasks and provides administrative support to our Faculty and Administration Team colleagues. A balance of attention to detail and a team-oriented approach are critical to the success of this role.

General Duties:
1. First point of contact including email, phone, and reception duties
2. Direct student enquiries to teachers and manage waitlists
3. Process student registrations: form completion, faculty confirmation, invoicing, fee payments, and reconciliation to Sage 50 Pro accounting program
4. Manage full-cycle Sage 50 accounting: accounts receivable/payable, journal entries, bank transactions, staff and contractor payroll, and collection on overdue accounts
5. Prepare monthly financial statements in addition to annual T4, T4A, T2202, and year-end documents for tax purposes.
6. Administrative support to the Executive Director, Artistic Director, and Faculty
7. Order janitorial and office supplies as required.
8. Other duties as assigned.

Qualifications:
Good working knowledge of:
- Sage 50 Pro Accounting Software
- Microsoft Office (Word, Excel, Outlook, Publisher)
- Google Suite (Gmail, Docs, Sheets, Forms etc)
- Social Connection platforms: Slack, Zoom, Skype
- Social Media (Twitter, Facebook, Instagram)
- Database management (FileMaker)
- Wix website management software

Type of employment:
Continuous. 48 paid weeks per year. Off at Christmas (2 weeks), Spring Break (2 weeks) and Summer (4 weeks)

Hours per week: 20