



ADMINISTRATIVE SERVICES CO-ORDINATOR Regular Full-Time

The North Vancouver Museum & Archives (NVMA) is seeking an **administrative professional with financial experience** to join our team at one of BC's leading local heritage organizations. NVMA is a shared service of the City and the District of North Vancouver with a mission to "engage, strengthen and inspire our community and its visitors by exploring history, connecting people and sharing ideas".

Reporting to the Director, you will be responsible for day-to-day financial operations, budgeting and grants co-ordination for the NVMA Commission. The position is a multi-faceted position and operates in a fast-paced environment. You will be responsible for overseeing various operational functions, such as overseeing the accounting function and preparing financial statements and government returns for the Friends of the NVMA Society, a registered charity; security and facility maintenance; coordinating administrative (including human resources) functions; and serving as recording secretary of the NVMA Commission. The Administrative Services Co-ordinator also carries out a significant liaison function with the Finance, Human Resources, and IT departments at the City and the District of North Vancouver.

You will supervise one or more subordinates providing clerical, bookkeeping and graphics support to the organization and will work closely with staff, Commissioners, Friends Society board members, volunteers and the public. You will exercise considerable independence of judgement and action in most aspects of the work.

You will have a diploma or certification in business administration, together with considerable related experience, or will have successfully completed a recognized professional accounting course with relevant related experience. An equivalent combination of training and experience may be considered. Your excellent verbal and written communication skills, along with excellent skills using the MS-Office suite of applications (particularly Outlook, Word, and Excel), is required. Preference will be given to employees with experience in a municipal setting or the cultural sector and with a background dealing with human resources matters. A valid Class 5 British Columbia drivers licence is required, together with the provision of a driver's abstract and a criminal record check.

Salary:

\$31.41 per hour (January 2015 rates), including a comprehensive benefit package is offered.

Start Date: June 2016

Hours of Work:

35 hours per week, with the ability to work occasional weekends and evenings when required.

Applications should be submitted by e-mail to nvmac@dnv.org by no later than 3:00 pm PST on Monday May 16, 2016. ***Please state your full name and the words "Administrative Services Co-ordinator" in the subject line.***

We thank all applicants for their interest in the position and regret that only candidates selected for interview will be contacted.