



**Financial and Administrative Assistant  
The Army, Navy & Air Force Veterans in Canada (ANAVETS)**

The Army, Navy & Air Force Veterans in Canada (ANAVETS) is the most senior member-based, not-for-profit veterans association in Canada. We advocate for and support the men and women who have served in Her Majesty's forces, past, present and future.

We are currently looking for a Financial and Administrative Assistant for our busy national office.

**Position Type:** Contract (1 year)with potential for extension, Full-Time (34 Hrs/Week)

**Salary:** \$15.00-\$17.00/hr

**Location:** Ottawa, ON

**Language:** English (French is an asset)

**Education and Experience:** high school diploma and 2 years experience working in an office environment

**Computer Skills:** Knowledge of Microsoft Office Suite: Outlook, Word, Excel; Sage 50 (simply accounting) software and Word Press web design software

**Financial Responsibilities:**

Accounts Payable and Accounts receivable, bank deposits, reconciliations and monthly reporting  
Inventory and sales of regalia items, Payroll and GST/HST quarterly filings

**Administrative Responsibilities:**

Assisting the Dominion Secretary Treasurer in typing and proofreading correspondence, maintaining paper and electronic filing systems, digitizing archives, scheduling, ordering supplies, answering phones, maintaining databases and reconciling membership dues.

The Assistant is also be responsible for assisting national committees in their work, helping to organize meetings and national conventions as well as event management and recording of minutes.

**Qualifications:**

Knowledge of the basics of financial accounting and bookkeeping is essential  
Strong communication skills (both verbal and written) and organizational skills  
Ability to work effectively as a team member as well as with little or no supervision  
Multitasking and prioritizing a large workload in a fast paced environment  
Knowledge of veteran/military issues and benefits an asset

Please send resume with subject heading: Admin Position to: [anavets@storm.ca](mailto:anavets@storm.ca)

Only those applicants selected for an interview will be contacted. Start date will be mid to late September.