



Administrative Coordinator

Location: Ottawa, Canada

Reporting to: Executive Director

Salary range: \$30,000

Weekly commitment: 20h

Contract duration: One year renewable

Job purpose: The Administrative Coordinator is responsible for the efficient and transparent management of the administration and finances portfolio at the Ottawa Dialogue. They maintain clear and coherent records and documentation, anticipate and assess financial risks, recommend corrective measures as needed, and work with the Monitoring and Evaluation officer to ensure the accurate and timely reporting of Ottawa Dialogue's finances to funders. In doing so, the Administrative Coordinator plays a critical role in providing accountability to stakeholders and ensuring the sustainability of the Ottawa Dialogue's operations. This will initially be a part-time position, but may grow to full-time as the amount of work expands.

The Administrative Coordinator is responsible for:

Ensuring the transparent management of the Ottawa Dialogue's financial resources:

- Organize the Ottawa Dialogue's finances effectively by preparing budgets, monitoring spending and generating financial reports
- Arrange authorisation of electronic and manual payment, as approved by the Executive Director, liaise between the University of Ottawa, funders, banks, payees and providers
- Assist the Executive Director in developing the Ottawa Dialogue's annual and project budgets, based on analogous and/or bottom-up estimates

Tracking spending for each project against the approved budget

- Identify variances and potential cost overruns
- Liaise with University personnel, external suppliers, funding partners and other Ottawa Dialogue team members to ensure that accounts payable and receivable are handled in a timely and appropriate manner.
- Renew software licenses and service subscriptions as needed to ensure continuity of operations.

Ensuring that both financial records of the Ottawa Dialogue and the University of Ottawa are complete and accurate:

- Record all financial transactions in the Ottawa Dialogue's fund accounting system and reconcile against the University's accounting records to identify errors, irregularities and needed adjustments.
- Ensure compliance with accounting policies and regulatory requirements, including of University of Ottawa policies and of the various funders.