

**Hornby Island Educational Society (HIES) Administrative Coordinator
Job Description**

Monthly:

- Send out reminder to all committees/coordinators on the first day of each month: booking for the previous month due by the 14th
- Receive digital copies of monthly bookkeeping from each program and reconcile the books for each program with the Union Bay Credit Union sub account monthly for each program with the credit union statement from the separate HIES sub-account associated with that program.
- Run payroll using 'Quickbooks Online' (program coordinators log in to enter staff hours before the deadline; Treasurer or responsible for board signatures on cheques, including paycheques).
- Bill each program for this service monthly depending on how much time its bookkeeping required. Bill for any additional services contracted with any individual program.
- Meet with the Treasurer each month before the board meeting to review the books.
- Email a digital copy of any financial reports required for the meeting to the board of directors.
- Receive the approved copy of the previous months minutes after each board meeting and archive a paper and digital copy.
- Other duties, as required.

Annually:

- Send the year end bookkeeping to the accountant by July 25th.
- Answer any questions the accountant may have, keeping the Treasurer apprised of these.
- Attend the September board meeting to instigate the AGM. Come prepared with a list of all tasks associated with the AGM and delegate these to board members. *The Administrative Coordinator does not take on any of these tasks.*
- Meet with the Treasurer before the AGM meeting to review the year end financial statements.
- Attend the AGM in the capacity of minute taker.
- Receive the new membership list from the secretary at the end of the AGM and update the master membership list
- Send out minutes to the board within 1 week of the AGM.
- Provide the Secretary with forms to collect necessary information from each board member at the first board meeting after the AGM.
- Update the listing of board members for the society on the provincial directory and complete any additional filings that may be required.
- Complete the charitable tax return before the December 31st deadline.
- Renew liability and directors and officer's insurance before the deadlines.
- Bill each program equally for these tasks, as well as for any other costs associated with basic administration, such as office supplies.
- Other duties, as required.

Reports to the HIES President