

Position Description

Office Administrator

- Support and promote CYC's Vision Statement
- Be committed to CYC's Statement of Faith, and the Constitution under which the Camp functions
- Acknowledge that employment at CYC is a call to Christian service and that the outworking of the responsibilities of this position is in line with God's will for your life.
- Accept responsibility to seek to live in a manner consistent with Christian beliefs and values and the outworking of your personal ministry within the primary aim and mission of CYC.
- To manage all aspects of the administration side of the camp in a professional manner.

The employee will relate to;

- All Camp employees
 - Campers and visitors
 - Contractors
 - Community
 - Council members, particularly the Treasurer.
 - Other Christian Camps and Trusts.
-
- Provide a welcoming, helpful and professional environment for visitors.
 - Promptly reply to email, telephone or face to face enquiries.
 - To accurately maintain the booking calendar and software.
 - To facilitate all booking administration from deposits to invoices.
 - Format and complete all rosters and monthly schedules.
 - Monitor bank accounts and transfer funds between accounts as necessary.
 - Ensure that financial data is captured regularly, and reconciled with bank statements at least monthly.
 - Prepare monthly PAYE returns and financial reports.
 - Administer accounts receivable and accounts payable.

- Prepare GST returns
- Process payroll
- Assist with year-end closings, budgets and forecasts.
- Provide efficient and professional administrative support to staff members.
- May be required from time to time to perform other duties around the camp with the staff team

The employee will report directly to the Camp Director or someone nominated by him.

6. PERSON SPECIFICATIONS (including personal attributes, skills, knowledge and experience)

Must have a warm and friendly personality

- Highly organized and flexible
- Detail oriented and works with a high degree of accuracy
- Ability to multi-task and meet changing deadlines
- Must be self-directed and able to complete projects with limited supervision
- Maintains staff confidentiality
- Excellent oral and written communication skills
- High level of discretion and judgement.
- Has an open mind and shows initiative
- Takes suggestions and constructive criticism well
- Willingness to contribute to a positive working and team environment.