



Admin and Finance Assistant | Job Posting

Job Posting

Join Our Team as an Admin & Finance Assistant!

Are you ready to play a pivotal role in a fast-moving, mission-driven organization? As our Admin & Finance Assistant, you'll be at the heart of everything that keeps our team running smoothly — from financial operations to member and sponsor engagement, and from event logistics to behind-the-scenes administrative support.

In this role, you'll ensure that our financial processes are precise and timely, handling tasks like invoicing, accounts receivable, and payroll support. You'll also be the go-to for members and sponsors, keeping relationships strong and ensuring their experience with us is seamless and professional.

Beyond finance, you'll keep our operations humming: managing documents and contracts, coordinating office tasks, and preparing events down to every detail—including guest lists, name badges, and everything in between.

We're looking for someone proactive, highly organized, and service-oriented—someone who thrives juggling multiple priorities with accuracy, discretion, and professionalism. This is a unique opportunity to gain hands-on experience across finance, administration, and stakeholder engagement, giving you a comprehensive view of how our organization operates and impacts our community.

Key Competencies & Responsibilities

Membership Services

- Issue and distribute annual membership invoices through Customer Relations Management (CRM) system
- Monitor, reconcile, and follow up on outstanding membership accounts
- Maintain accurate and update member records within the CRM
- Facilitate and process new membership applications
- Respond to member inquiries regarding account status

Sponsorship Administration

- Prepare and manage sponsor contracts to ensure fulfillment of commitments
- Issue sponsor invoices in accordance with agreements using accounting software (QBO)



- Provide follow-up reporting and stewardship to sponsors

Finance Support

- Manage accounts receivable cycle, including invoice preparation, monitoring outstanding balances, and proactive follow-up on overdue accounts
- Assist with month-end and year end accounting preparations
- Support the annual budgeting process
- Provide payroll administration support
- Maintain financial documentation and filing systems

Events Administration

- Develop and manage event guest lists
- Issue invoices for event registration and tickets sales through CRM
- Prepare and produce event name badges

Office Administration

- Provide general administration support to the team, and coverage when office administrator is on vacation
- Support office coordination tasks as required.

Education & Skills

Education and Experience

- Post-secondary diploma or certificate in accounting, or similar program required; relevant experience will also be considered.
- A minimum of 2 years' experience in bookkeeping or an accounting environment.

Required Skills

- Effective document management and contract tracking
- Strong customer service orientation when supporting members and sponsors
- Excellent organizational and problem-solving skills.
- Required experience using QuickBooks Online (QBO), including accounts receivable management, invoice creation, payment application, account reconciliation, and reporting
- Strong understanding of full accounts receivable cycle and aging management
- Understanding of accounting principles and bookkeeping.
- Experience supporting payroll administration; familiarity with ADP payroll systems considered an asset
- High level of accuracy and attention to detail in financial data entry.



- Discretion and professional in handling confidential payroll and financial information
- Ability to manage multiple priorities and deadlines in a fast-paced environment.
- Effective written and verbal communication skills.
- Creative, proactive, and self-directed approach to work.
- Proficiency in Microsoft Office, with emphasis on Microsoft Word and Excel

Compensation/Benefits

\$45,000 - \$60,000 annually, with a base vacation allotment of 3 weeks plus office holiday closure.

Duration

This is a permanent full-time position working 37.5 hours per week, Monday to Friday.

Primary Work Location

- 300, 10235-124 Street, Edmonton, AB, T5N 1P9

Application Deadline

March 27 or until the position is filled.

Applicants may be contacted for an interview prior to the deadline.

Application Packet

Please ensure that your application consists of the following documents: resume and cover letter describing what led you to apply to this position and highlighting your qualifications as they relate to the duties of this positions. References can be provided upon request. Email your full application packet to info@bildedmonton.com, with the Subject line "Application for Admin & Finance Assistant".

Selection Process

We expect to evaluate candidates for this recruitment as follows:

- Initial review of minimum qualifications
- In-depth evaluation of application materials to identify the most qualified candidates
- Consideration of top candidates/interviews
- Reference check



Organizational Overview

BILD Edmonton Metro — short for Building Industry and Land Development in the Edmonton Metropolitan Region — is the collective voice and leading expert resource for the region’s residential real estate development industry. Our focus is on building places for people to call home, whether owning or renting, urban or suburban lifestyles, big city energy or small-town charm. Our members build and re-build places and spaces for everyone, from downtown towers and major redevelopment along key corridors, to small-scale infill and the development of brand-new neighbourhoods across the 13 communities of the metro region.

Our membership includes over 500 companies representing every corner of the industry: real estate developers, home builders, renovators, financial and professional service providers, trade contractors, and suppliers of both commercial and residential products. Together, we are shaping the communities of today and tomorrow.