



The Mount Community Centre

The Mount Community Centre (TMCC) has evolved into a one-of-a-kind centre that is making a major contribution to the Peterborough community and beyond. TMCC is motivated by poverty reduction and community development, and provides affordable housing and space for non-residential tenants, focusing on the non-for-profit sector. TMCC nurtures a sense of belonging plus imagination, learning, and determined action.

POSITION: Administration and Property Management Assistant

REPORTS TO: Property Manager

POSITION OVERVIEW:

The Administration and Property Management Assistant will be responsible for office administration and providing assistance to all aspects of property management at The Mount Community Centre.

POSITION DESCRIPTION:

Data Entry and Property Management Software

- Data entry of tenant information into YARDI software
- Data entry of maintenance work orders
- Prepare and maintain files of residential and non-residential tenants of TMCC
- Receive and verify rent payments (EFT, online, direct payments from agencies), issuing receipts, entering data and information into YARDI, and processing tenancy changes

Bookkeeping

- Provide support to the Property Manager and Executive Director including, but not limited to; budgeting, bookkeeping, accounts payable/receivable, invoicing and issuing receipts, submitting and reconciling expense reports and bank statements
- Enter all accounts payable invoices and process payments
- Post all revenue from various sources, including donations
- Post month-end and year-end adjusting entries
- Track all donations in donor database; ensure database is up to date, and that donors are thanked, and charitable receipts are issued and sent
- Assist during the annual audit as directed
- Prepare bank deposits and verify cash, cheque, and electronic payments received for deposit daily, including taking deposits to the bank, and maintaining petty cash

Property Management Assistance

- Prepare tenant notices and bulletins, and maintain records of inspections, rent increases, and renewals for residential and non-residential tenants
- Assist with advertising vacancies, accepting applications, and reviewing applications to ensure all applicable documentation has been received
- Assist with the preparation of leases and onboarding packages for new tenants
- Ensure adherence to TMCC's key control system including signing in and out of keys, inventory of locks, lock changes and key cutting.
- Monitor and update tenant insurance records and assist with follow-up on expired insurance policies with tenants
- Assist with building/project and equipment files, drawings, warranty and product information and tender files
- Tracking and ordering of maintenance/cleaning supplies
- Assist in maintaining capital projects, acquisitions, and associated documentation
- Maintain vendor files and up-to-date WSIB and insurance information for all vendors

Office Administration

- Provide initial contact (in person, by phone, and through email) with residential and non-residential tenants, contractors, and the public.
- Provide administrative support to all departments, and Board of Directors
- Draft, prepare and distribute correspondence (email, memos, letters, forms etc.)
- Maintain an organized filing system of electronic and hard copy documents, including the converting of documents to fillable PDFs
- Prepare reports by collecting and analyzing information
- Participate in the coordination and preparation of internal and/or external events
- Assist with the management of the website and social media
- Track, coordinate, standardize and order office supplies
- Follow directions to complete other tasks and projects as required.

Meeting Space Coordination

- Book/schedule meeting spaces and room rentals, prepare Licenses to Occupy and Leases, arrange access, reservations, and payment for occasional rentals and special events
- Schedule and conduct facility tours

HEALTH & SAFETY

- Work in a healthy and safe manner.
- Follow safe work procedures as provided, including the use of personal protective equipment as required.

- Know and comply with all Occupational Health & Safety regulations, as per the Occupational Health and Safety Act and the Ministry of Labour.
- Report all injuries or illnesses to Property Manager, and in their absence, to the Executive Director immediately.
- Participate in the promotion of a safe and healthy work environment by bringing health and safety concerns or issues to the attention of the Property Manager, and in their absence, to the Executive Director.

WORKING RELATIONSHIPS:

- Frequent interaction to seek guidance or direction regarding administrative duties from/with the Property Manager, Executive Director and members of the Board of Directors
- Ongoing interaction to exchange information, and to work collaboratively with all staff
- Periodic interaction when responding to inquiries from tenants and public

WORKING CONDITIONS:

- Physical Effort: Frequent typing and other computer associated work. Some light lifting of less than 20 pounds.
- Physical Environment: Climate controlled office.
- Sensory Attention: Information gathering and research. Multi-tasking.
- Mental Stress: Ability to schedule, organize and coordinate tasks to accommodate position requirements; regular interruptions.
- Working in an environment with constituents of diverse needs.

TRAINING, EXPERIENCE AND QUALIFICATIONS:

- Post-secondary education in Office Administration, Bookkeeping, Property Management or in a related field, or with significant relevant experience
- Preferably two years' experience in office administration, bookkeeping, or property management setting
- Non profit property management experience would be highly valued, but not necessary
- Completion of a Criminal Background Check, including Vulnerable Sector Screening

KNOWLEDGE:

The successful candidate should have a proficient knowledge of bookkeeping and office administration functions, including social media, as well as a strong understanding of standard office software and equipment. Experience with QuickBooks, and/or Yardi is preferred. Training in YARDI software will be available if needed.

SKILLS AND ABILITIES:

The successful candidate must possess the following traits:

- Ability to maintain sensitive information with confidentiality and professionalism
- Ability to multi-task and prioritize work to meet deadlines
- Ability to provide support to staff
- Friendly, outgoing, with a warm and positive attitude
- Resourceful and highly motivated self-starter with strong sense of initiative
- Ability to manage and maintain day-to-day office activities to ensure a well-run and friendly office environment
- Must be able to manage multiple projects with high degree of accuracy
- Ability to work with minimal supervision, as part of a team and individually
- Ability to complete tasks in a professional and timely manner with accurate results

POSITION TYPE:

- Permanent. 24 hours per week.
 - Schedule to be determined in collaboration with Property Manager
 - Occasional evenings and weekends could be required

SALARY:

- \$26.00 per hour

VACATION:

- 2 weeks after first year of employment.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change in order to meet organizational, client or operational requirements.

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