

# FAN/JOY

## Office Administration & Bookkeeper

- Hillsburgh, Canada
- Part-time Contract 15 hours/week with additional 7.5 hrs as required for Feb to prepare year end financials

### Company Description

Ready for the next chapter of your career? Why not make one of Wellington County's leading culinary hot spots, founded by award winning Chef Pam Fanjoy, be a part of it! We value relentless innovation, initiative and creativity of all sorts! We provide advancement in our company through hands on training and development with a Unique Abilities team where each member is valued and respected by using their natural strengths to ensure their success at work. Since we all work a lot of hours, we better enjoy being here and be fulfilling Fan/Joy's larger social purpose of using food, mentorship and innovative culinary counselling, Fan/Joy improves the health, wellbeing and resilience of individuals, families and communities.

What's in it for you?

- The opportunity to be part of a revolutionary movement at Fan/Joy where a passionate dedicated group of experienced professionals are launching a culinary counselling and training center that serves our clients to make high impact change that lasts a lifetime
- A positive, health oriented workplace that allows our team to be themselves in a 'no-drama' workplace. We are highly committed to be as consciously present with each other as we are with our clients.

### Job Description

- in collaboration with the Director and senior management team, you will manage all aspects of the administrative tasks required support the successful early start up phase of Fan/Joy's pivot. As we move from a restaurant business model to a NFP/Charitable plus maintain a for profit Fan/Joy brand and operations, you will

bring your experience and expertise to help our visionary team with the overall establishment of a new governance model for the new Culinary Counselling and Training Center in Hillsburgh. Expansion to Guelph in 2021 is a key objective for the organization.

### **FINANCIAL & BOOKKEEPING DELIVERABLES:**

- immediately execute the preparation of our 2020 bookkeeping in order to complete our year end (Dec 31st) tax filings for the integrated 3 companies - catch up required from Feb 2020.
- collaborate with our accountant as needed to complete our 2020 year end by March 31st for submission, assessing and making recommendations for our 2021-2023 accounting processes
- based on best practices, as our year end is completed Feb/March 2021, you will establish a documented Policy Manual that outlines all aspects of our processes for our in house bookkeeping moving forward and a clear delineation of our in house vs outsourced accounting annual procedures by March 31st/21.
- strategically and accurately manage all aspect of our bookkeeping including payroll, using QBO and Xero using best practices to establish a high level of office organization, predictability of processes required and excellence in financial management
- meet in person, at a minimum, weekly with the Director to review the companies financial priorities, current status including P & L/Balance Sheet, and provide practical training to grow the Director's capacity
- manage AR & AP for the business', reconcile month ends etc.
- train staff as needed to operate financial software to generate reports, issue invoices and seek information that will inform immediate needs to pivot any strategic planning in a very timely manner during the Pandemic to prevent further unnecessary losses.
- provide recommendations and implement strategies and cost effective measures to increase our overall profitability, ultimately positioning us organizationally to begin scaling this SME
- Collaboration with our current accountant will be essential in defining these parameters. As you work together, you will use your experience and critical evaluation skills to submit a written

summary report & recommendations by March 31st to determine the capacity of our current accountant to move the company forward as we scale and look to branch out with a charitable arm for our organization.

- ensure all submissions and reporting requirements are met on time for the integrated companies of PFSWPC, Fan/Joy and VP Holdings for HST, WSIB, CRA and any other required reportings to ensure the fiscal responsibility of the businesses
- manage weekly data input, mentoring staff as appropriate to the organizations growth goals, receipts into Receipt Bank to assist bookkeeper with processing weekly expenses and communicate as required with Accountant
- manage and provide critical evaluation of the cost/assets and losses of inventory lists across the organization on a monthly basis so that we can build efficiencies. This will require collaborating with our sustainability manager to find efficiencies and ensure the organizations' overall sustainability goals are being achieved

#### **HR MANAGEMENT DUTIES:**

- manage the overall recruitment, posting advertisements, setting up interviews, and onboarding processes for new staff
- using best practices you will manage all aspects of staff files
- ensure all required labor board regulations, public health regulations, WSIB, and CRA requirements are maintained, reported and adjusted for with any new legislation that may occur from time to time, particularly during COVID
- manage all necessary paperwork to collaborate with all colleges & universities to facilitate student placements & externships
- Other duties as assigned as company scales 2020-2022
- ensure all COVID procedures are documented as required during the pandemic

#### **OFFICE MANAGEMENT & ADMINISTRATIVE DUTIES**

- managing the weekly office administrative duties of filing Mac computers and software required to efficiently run Fan/Joy including:

- filing, labeling, organizing us to streamline an efficient means of running our office manage all paperwork and processes

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