



## We're Recruiting For An...

# Executive Assistant to the CFO

The Executive Assistant to the CFO provides comprehensive administrative and executive support to the Chief Financial Officer. The role involves managing the CFO's schedule, handling complex tasks, and maintaining confidentiality.

Key responsibilities include:

- Provide administrative support to the CFO, including managing schedules, calendars, and written communication.
- Organize and schedule meetings, including follow-up when required.
- Assist in preparing reports, presentations and other financial documents.
- Maintenance of filing systems, both physical and electronic, for the CFO office.
- Communicate effectively with outside parties, including government officials, consultants, private contractors, or other public or private agencies.
- Maintain strict confidentiality regarding sensitive information.
- Manage office supply inventory.
- Assist with distribution of charitable tax receipts.
- Assist in preparation of grant applications and grant reporting.
- Tracking and reconciling the corporate credit card statement for the CFO.
- Contribute to department and organization special projects as needed.

In addition to being an extremely organized, detail oriented and personable individual, applicants should possess the following qualifications:

- Post-secondary training in office administration or accounting;
- Minimum of five years of experience in an administrative role;
- Intermediate proficiency using Microsoft Office suite, specifically Excel and Word.
- Excellent communication skills (comprehension, oral, and written, English);
- Ability to handle confidential information with discretion;
- Strong time management and organizational skills, and ability to prioritize and exercise good initiative and judgment;
- Strong interpersonal skills and ability to work well with others;

The following would be considered an asset:

- Knowledge of accounting principles and financial reporting;
- Experience in the cultural and/or non-profit sector;
- Experience managing a Board of Directors;
- Bilingualism (comprehension, oral, and/or written, French).



Total Rewards offered:

- Comprehensive benefits plan, including medical, dental, vision, long-term disability and life insurance coverage
- Employer-matched pension plan
- Annual general wage increases
- Paid vacation and contingency days; paid sick time
- Staff discounts on shows and events
- Employee Assistance Program
- Training and development opportunities.

## How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at [careers@confederationcentre.com](mailto:careers@confederationcentre.com) or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodation to candidates for all aspects of the recruitment and selection process.

**Closing Date: May 16, 2025**

Posted Date: May 2, 2025

Title: Executive Assistant to the CFO

Compensation: \$60,000-\$70,000 dependent on qualifications.

This is a full-time, permanent position.