

Job Opportunity: Administration and Finance Support Coordinator

Location: Edmonton, AB

Position Type: Coordinator

Do you enjoy keeping things organized and making sure nothing slips through the cracks? We're looking for an **Administration and Finance Support Coordinator** to join our team at **Special Olympics Alberta**.

In this position, you will play a key role in supporting the Finance, HR and Donor Relations department with administrative tasks and basic bookkeeping functions. From processing donations, reconciling expenses, to managing correspondence, grant applications and event support, your attention to detail and organizational skills will help ensure smooth operations and strong accountability across our programs, while also supporting the fundraising efforts that drive our mission.

What You'll Do

- Provide administrative support to the Team: manage incoming mail, respond to general inquiries, coordinate insurance documentation, and support fund development
- Process donations, prepare bank deposits, issue tax receipts, reconcile expense reports
- Perform basic bookkeeping tasks using Sage and Xero systems
- Assist with grant writing and preparation of supporting documentation
- Support online funding and grant applications initiatives
- Organize and track silent auction item requests and contributions for events.
- Responsible for inventory tracking and supply management

What You Bring

- Experience in administrative support within a nonprofit or similar environment
- Strong organizational skills and high attention to detail
- Proficiency in Microsoft Office Suite, including Excel, Sharepoint and Teams
- Experience creating spreadsheets and reconciling reports
- Basic knowledge of accounting systems (Sage preferred)
- Provide support to events or fundraising initiatives
- Excellent interpersonal and communication skills
- Ability to manage competing priorities and meet deadlines
- Comfort working in a dynamic and evolving environment

The Details

This position will require you to work occasional evenings and weekends, and there will be some travel throughout Alberta. As SOA operates with a geographically dispersed staff team, this role will also require **bi-weekly travel to Calgary** to support in-person collaboration and specific work projects. **All required travel expenses will be covered by SOA.** A valid Alberta driver's licence and access to a reliable vehicle are required.

Why Join Us? At Special Olympics Alberta, every receipt you prepare and every record you keep contributes to a bigger purpose: helping athletes with intellectual disabilities train, compete, and thrive. If you're organized, detail-driven, and excited to support both administration and finance in a non-profit setting, we'd love to hear from you!

👉 **Apply now by sending your cover letter and resume to Susan Neitz at sneitz@soalberta.ca**