

CFRU 93.3 FM at the University of Guelph is hiring a new Administrative Coordinator!

CFRU is a volunteer-driven student and community radio station and media centre, committed to generating high-quality, innovative, and entertaining music and spoken-word programs that provide an alternative to the mainstream media. The station works with local artists and organizations to raise awareness of community events and is committed to providing a forum for historically under-represented voices.

A detailed job description is provided below.

This is a local hybrid role with a split of weekly on and off-site responsibilities.

To apply, please send a resume/C.V. with cover letter to apply@cfru.ca with “CFRU Administrative Coordinator” in the subject line.

The wage is \$26.69 per hour and all provisions under the Collective Agreement, including benefits after a four-month probationary period. This is a fulltime position at 30 hours per week, and is a CUPE 1281 Bargaining Unit position.

Assets:

- Not-for-profit and arts-based administrative skills
- Experience with double-entry bookkeeping
- Experience with financial systems and spreadsheets
- Experience working with a Board of Directors
- Excellent communication and organizational skills
- Understanding of anti-oppressive and safer-space practices
- Experience in the Campus/Community Radio sector

CFRU is an employment equity employer. All qualified candidates are welcome. Preferences will be given to and applications are encouraged from all equity-seeking individuals. This includes members of the BIPOC (Black, Indigenous, people of color) community, people living with disabilities, women, trans people, and members of the queer community (including but not limited to people who are transgender, transsexual, Two-Spirited, genderqueer, gender-fluid etc.)

All applicants are welcome to fill out CFRU's Employment Equity Self-Identification Form, available [here](#). Please contact apply@cfru.ca if you have any problems accessing or completing the document.

We thank all applicants for this position. Only those applicants selected for an interview will be contacted.

Date of Notice: Friday, July 19, 2024

Application Deadline: Friday, August 2, 2024 at 5pm

Please share this opportunity with others!

Please note that at CFRU the Board of Directors fulfils the roles of Management and Employer. CFRU is and will remain a collaborative work environment.

CFRU ADMINISTRATIVE COORDINATOR (30 HOURS PER WEEK)

Administrative Duties

- In conjunction with the Treasurer and the Finance Committee:
 - a) Ensures that financial information is prepared in accordance with Generally Accepted Accounting Principles
 - b) Ensures that controls over revenue, disbursements, the accounting records, and the financial information are satisfactory to the board-appointed Auditor
 - c) Maintains an accurate record of all accounts, posting new transactions
 - d) Produces and reviews monthly the following items: year-to-date budget statements including a balance statement, budget predictions, regular financial reports
 - e) Ensures payroll is processed for all staff in an accurate and timely fashion, along with all required deductions and remittances; reviews biweekly Pay Controls documentation to ensure payroll is accurate

- Prepares for and coordinates the audit in conjunction with the Treasurer and Auditor and works with the Auditor each January to prepare and submit yearly tax return
- Ensures all invoices and bills are paid
- Coordinates reimbursement of employee expenses in a timely manner
- Coordinates payments and purchase orders (e.g. office supplies, equipment, promotional material)
- Coordinates the transfer of funds between accounts to ensure coverage of ongoing expenses
- Collects and deposits incoming payments
- Coordinates the signing of cheques with Board executive members as needed
- Ensures signing authority is updated with all institutions following any relevant change to the Board executive
- Submits updates to Ontario Business Registry following any change in board membership
- Prepares and submits the CRTC Annual Return with relevant input from all department heads
- Oversees CFRU's CRTC license renewal and circulates pertinent CRTC public notices and decisions
- Pays CFRU's membership fees (e.g., NCRA)
- Communicates with and maintain documents required by regulatory and monitoring bodies including SOCAN, the CRTC, and other government departments
- Works with University of Guelph Human Resources to accurately submit quarterly information for WSIB premiums; ensures payment as required
- Works with payroll to ensure employee T4s are accurate and distributed properly
- Submits expense requests for items above \$2000 to the Board of Directors
- Collects on overdue accounts with the Treasurer and Outreach Coordinator, including advertising accounts

- Refunds student levy payments on request and maintains accurate information on students who receive refunds
- Documents the ongoing processes and developments of the Harassment and Violence Protection Team, including updates to the Harassment and Violence Prevention Policy
- Reviews reports on station repairs and equipment failures, works with the Operations Coordinator to manage and mitigate such issues
- Provides onboarding support for all new employees, including set-up of payroll and benefits, systems and processes training, document and shared drive access, workplace safety information, and RRSP payment coordination (where applicable)
- Books rooms for CFRU meetings and events
- Attends board meetings on a regular basis
- In conjunction with the Volunteer & Mobile Studio Coordinator and the Programming Director, maintains a membership contact list; provides this information as needed to the vice-chair of the Board
- In conjunction with the Volunteer & Mobile Studio Coordinator and the Programming Director, maintains CFRU forms, central volunteer contact information, phone list and security list
- In conjunction with the Operations Coordinator, oversees CFRU listserv and general email accounts
- Administers health benefits
- Administers insurance policies including the staff benefits plan

Oversight:

- In consultation with Finance Committee and other staff members, develops, implements and monitors operating and capital budgets
- In consultation with the Board of Directors, prepares and submits an annual Employer's Annual Hazardous Occurrence Report and Employer's Annual Harassment and Violence Occurrence Report
- In conjunction with the Board of Directors, leads in the long-term fiscal planning and maintains financial contracts and documents (e.g. advertising)
- Ensures ongoing compliance with the Ontario Not-For-Profit Corporations Act in collaboration with staff and board
- Working with the board, assists in facilitating CFRU's Student Fee Committee, ensuring membership meets University requirements and participation in the student fee committee is active throughout the year.
- Prepares and submits the annual Student Fee Committee Report and necessary support documents to the office of Student Affairs (with input from the committee)
- In conjunction with the Marketing & Outreach Director and other staff members, assists with grant writing including job creation grants and grant administration
- In conjunction with the Board and with input from other staff members, determines and schedules development courses for staff and Board including anti-oppression

Team Leadership Responsibilities:

- Has regular conversations with other unionized Employees about their responsibilities under the Collective Agreement and their activities in relation to the same
- Motivates all staff to complete their responsibilities in a timely and collaborative fashion
- Receives job-related concerns from other unionized Employees about station operations (excluding Labour-Management relations and individual behaviour that may be covered under discipline) and, where applicable, initiates conversations with other involved parties to find strategies to address the same

- Ensures regular and proper dialogue between staff and the Board of Directors concerning station operations (excluding Labour-Management relations and individual behaviour that may be covered under discipline or the grievance procedure)

Standard Duties and Responsibilities

- Participates in weekly staff meetings
- Contributes as a positive and innovative member of the CFRU team
- Participates in long-term planning of CFRU in conjunction with the board and other staff members
- Nurtures an opportunity-rich volunteer culture that optimizes the volunteer experience at CFRU
- Ensures that volunteers are mentored and given learning opportunities at CFRU in areas of responsibility
- Keeps transparent, easily accessed, up-to-date information in areas of responsibility
- Works to propose and maintain policy documents for areas of responsibility (to be reviewed by the Policy Committee for approval by the board)
- Contributes to team-planning, committees, special events, and projects as they arise

Application Deadline: Friday, August 2, 2024 at 5pm

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