



Administrative technician - accounting and human resources

Full-time, permanent position

The One Drop Foundation doesn't just offer you a job; we invite you to be part of something extraordinary. We're looking for people who are not only motivated by their career aspirations, but also passionate about making a significant impact on the world.

Are you curious? Do you have a desire to learn, to surpass yourself and, above all, to be part of a dynamic, caring, collaborative and human team? Do you dislike routine and like to work on different types of projects? Would you like to showcase your professionalism, rigor and reliability? Are you known for your organizational skills and flexibility? Then this is the job for you!

The ONE DROP Foundation is looking for an Administrative Technician - Accounting and Human Resources, to work alongside the Finance team and General Management. You'll play a key role in the organization and have the chance to participate in the implementation of good accounting and HR practices.

Why choose us?

An ambitious and dynamic non-profit created in 2007 by Guy Laliberté—founder of Cirque du Soleil—ONE DROP is an organization that works to ensure that everyone has access to water, today and forever.

Our Team

Such an ambitious mission calls for extraordinary actions by exceptional people. Paving the way into uncharted and inspiring territory, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Do your energy, passion, and determination motivate and inspire those around you? Then come join our team of exceptional humans!

Main responsibilities

Under the supervision of General Management and the Controller, the Administrative Technician - Accounting and Human Resources will have the following responsibilities:

Accounting-related tasks

- Prepare and enter accounting entries for cash receipts
- Prepare and enter invoices for GAIA and benefit evenings
- Process credit card receipts
- Transfer donations online
- Follow up on accounts receivable with the revenue generation department
- Reconcile monthly cash receipts from the accounting system with the donor and gift management system
- Reconcile daily deposits and enter them into the system
- Perform bank reconciliations
- Perform account reconciliations and bank reconciliations
- Group and record backups to send to auditors
- Prepare slips for cash receipts
- Update various files, contact lists and other bank information
- All other related tasks



Human resources-related tasks

- Plan and coordinate the various stages of the recruitment process (postings, sorting resumes, background checks and qualification tests).
- Collaborate on staff integration, notably by processing administrative documents relating to new employees (employment contract, group insurance, payroll information, internal policies, legal documents, etc.) and coordinating computer equipment and access requirements.
- Be the point of contact for employees and potentially suppliers for all matters relating to group insurance management, the pension plan, telemedicine and the employee assistance program.
- Work in collaboration with Desjardins and the financial controller to manage payroll (send out timesheets, verify data compliance, etc.).
- Perform administrative management and ensure compliance with various deadlines related to disability, maternity, paternity, etc.
- Develop an annual calendar and manage and supervise various HR activities (contribution evaluations, annual increases, review of administrative policies, training management, etc.).
- Answer employees' HR-related questions, if any, and redirect them to their supervisor and/or Co-CEO.
- Maintain up-to-date staff contact information, including telephone numbers and emergency contacts
- Perform other human resources tasks as required.

Data entry and receipting tasks

- Enter donor and transaction data into the donor management system (Salesforce), taking into account the application of established procedures in terms of the fiscal particularities of each transaction, the international network and the different currencies
- Ensure that all taxes requirements for issuing donation receipts, including in-kind donations, are met
- Produce/print receipts promptly and ensure that they are sent to donors on time, in coordination with thank-you letters drafted by the Philanthropic Development department
- Ensure that database information is complete, accurate, up-to-date and consistent, and regularly eliminate duplicate entries
- Independently manage transactional donation websites, including payment portals, and their integration with the donor management system (SalesForce)
- Follow up rigorously with the Marketing and Events team, in accordance with established procedures, to obtain relevant and complete information, particularly for special events
- Produce consolidated receipts for the fiscal year for recurring credit card donations

Your experience

- Minimum of 1 to 5 years' experience in a similar position
- Experience in managing various HR processes
- Experience in managing various accounting activities
- Experience or keen interest in working for organizations with a social mission



Your Skills

- College diploma (DEC) in administration or accounting
- Fluent in French and English language - written and spoken
- Proficiency in a customer relationship management (CRM) system (e.g. Salesforce or CauseView) - an asset
- Proficiency in a payroll and employee management system (e.g., Employer D) - an asset
- Excellent knowledge of the MS Office suite (Word, Outlook and intermediate Excel)
- Excellent organizational and priority management skills and ability to multi-task

Good to know

- Primary workplace is located at the One Drop Foundation's offices: 8400 Avenue du Cirque, Montreal (QC) H1Z 4M6 CANADA
- Remote work options available (as laid out in the organization's remote work policy)

We are looking for a person who shares our values

- Excellent understanding of and commitment to confidentiality
- Professionalism, interpersonal skills, tact, and a great deal of discretion
- Rigour, independent, and attention to detail
- Superior organizational and planning skills
- Ability to effectively manage priorities and multiple files at once
- Ability to meet tight deadlines and work in a fast-paced environment
- Proactive, flexible attitude, leadership, and initiative
- Quality customer service and interpersonal skills with various stakeholders

At ONE DROP, we take care of our employees

- Flexible work schedule and possibility of working remotely
- Group insurance plan (drug, medical, vision, dental, travel, disability, life)
- Group RRSP after 6 months on the job
- Telemedicine platform providing access to online health specialists
- Employee assistance program (access to confidential consultation services)
- Social committee and group activities
- EDI Committee
- Summer hours
- This position does not require travel

The One Drop Foundation is committed to ensuring a diverse and inclusive workplace that offers equal opportunities to all. We make every effort to attract and retain the best candidates, regardless of age, skin color, origin, religion, sex, gender, sexual orientation, gender identity or any other characteristic. It is based on the principle that everyone benefits from a welcoming and diverse workplace.

To apply, send your CV and cover letter to contact@ONEDROP.org

Thank you to all applicants. Only selected candidates will be contacted.