



moneyMINDING®  
~ results beyond the box

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## **MONEYMINDING**

### **DIRECTOR, ADMINISTRATIVE SERVICES**

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Our company is growing. The Director of Administrative Services position is the power house of MoneyMinding, responsible for the smooth, day to day running of the business and includes accounts payable, payroll, hiring, preparing MoneyMinding collateral for release, office administration duties and much, much more. The Director of Administrative Services reports to the CEO and Board of Directors.

#### **Tasks and Responsibilities:**

- Roles and responsibilities of the Bookkeeper using Quickbooks.
- Managing MoneyMinding files, both paper and digital, using PaperTiger and Maximizer.
- Administrator of the MoneyMinding File Servers ensuring data retention and integrity
- Working with the CEO to prepare MoneyMinding articles, desktop publishing of newsletters and other content for distribution.
- Liaison with MoneyMinding lawyers and accountants for quarterly reports, tax filings, etc.
- Tracking all share ownership and disposition.
- Managing the hiring process including creating job descriptions, contracts and benefits.
- Assisting in keeping the MoneyMinding web site up to date, with press releases, event calendar, media appearances, etc.
- Excellent communication skills. High level of motivation. Ambitious. Confident.
- Quick learner to develop knowledge of MoneyMinding products & services.
- Attend trainings to develop relevant knowledge, techniques & skills.

#### **Requirements and Competencies:**

- Applicants must be able to multi-task in a highly dynamic environment.
- Successful candidate must have excellent PC desktop application and server experience.
- Some knowledge of the applications PaperTiger (data management) and Maximizer (CRM) are an advantage (or equivalent applications).
- Critical thinking skills are imperative. When presented with a challenge, the Director must examine all possible solutions and quickly implement the solution.
- Ability to produce results with minimum supervision in a fast-paced environment.
- Strong communication, negotiation, interpersonal, presentation & computer skills.
- Resilient. Stress tolerant. Goal and target driven.

**Potential Career Opportunities:** Full time senior member of the MoneyMinding team

**Compensation:** Position is for a consultant for 16-20 hours per week

**Location:** Virtual and MoneyMinding office