



## **Saskatchewan Parks and Recreation Association (SPRA) Business Operations Assistant Job Description**

**Classification:** Administrative Assistant, full-time, permanent.

**Employment Site:** Regina SPRA Office.

### **Position Summary and General Accountability:**

The **Business Operations Assistant** plays a key role in coordinating the efficient and effective operations of SPRA's office and business services. This position maintains accurate data, financial and membership processes, while providing excellent customer service and fostering a professional atmosphere. As part of the Business Operations Team, this position plays an important role in supporting SPRA's overall success.

### **Reporting Relationships:**

Reports to: Business Operations Manager

### **Job Specific Responsibilities:**

- Processes Accounts Payable and Accounts Receivable transactions in Business Central.
- Performs general reception duties (e.g. directing phone calls, office emails, visitors, mail, and shipments).
- Coordinates efficient office operations (e.g. purchasing, inventory control, office equipment, and troubleshooting).
- Coordinates SPRA's Member Services, including membership renewals and data management.
- Contributes to the CEO and Board support activities, as required.
- Performs database entry and administration, ensuring data accuracy and integrity.
- Supports revenue generation activities, as required.
- Administer protection and compliance with privacy standards and Canada's Anti-Spam Legislation (CASL).
- Administer SPRA's copyright, trademark, and record retention practices.
- Maintains confidentiality and handles sensitive information with discretion.
- Seeks opportunities for continuous growth through curiosity and creativity.

### **Core Competencies:**

Applicable to all SPRA employees.

#### **Communication – Sending and receiving information**

- Makes clear requests and is willing to negotiate.
- Participates in collaborative dialogue (listening to understand, reaching collaborative results with staff and parks and recreation providers).
- Supports SPRA and its purpose, people, programs, and services, at all times and through all mediums, in a positive manner.

#### **Leadership – Inspiring action towards achieving a common outcome**

- Contributes as a valuable team player.
- Models SPRA policies and procedures.
- Develops and maintains effective relationships with staff as well as parks and recreation providers.

#### **Innovation – Introducing and applying solutions to meet requirements or unfilled needs**

- Contributes to solving problems, addressing issues and improving efficiencies within SPRA.

#### **Integrity - Following of moral and ethical principles, and doing the same as what you say**

- Provides exceptional customer service.
- Plans and prioritizes tasks.
- Contributes to an atmosphere of mutual trust and respect.



**Engagement – Display passion and commitment to the purpose and activities of SPRA**

- Contributes collaboratively to team projects, initiatives, and service areas.
- Actively participates and is involved in team meetings, brainstorming, discussions, and planning.
- Provides feedback on SPRA activities.
- Actively participates in staff events.
- Actively lives the core values of SPRA (Participation, Respect, Accessibility, and Equity).
- Prioritizes work to ensure the needs of SPRA are met.
- Maintains a positive life-work balance.

**Qualifications and Requirements:**

*Education and Training:* A Certificate, Diploma, or Degree in Office Administration, Business, Business Information, a related field of study, or a comparable combination of education and experience.

*Required:* A minimum of two years of relevant/related experience.  
A keen attention to detail and exceptional organizational, time management, editing, problem solving, and written and verbal communications skills.  
An above average proficiency using Microsoft Office Suite.  
A valid driver's license.  
An ability to provide a Criminal Record Check and Drivers Abstract within the first ten weeks of employment.  
Personal values align with the benefits of parks recreation.

*Desired Experience:* Experience working with volunteers, boards and committees in a non-profit organization.  
Experience with Business Central and database software.

*Work Environment:* Primary work location is the Regina SPRA Office (3<sup>rd</sup> Floor – 1250 Dewdney Avenue, Regina).  
Travel and extended work hours (evenings and weekends) may be required on occasion.  
Comfortable collaborating with staff in hybrid (virtual) work environment.

**Approved by:**

Todd Shafer, Chief Executive Officer

Date: January 7, 2026