

## **ADMINISTRATION ASSISTANT POSITION DESCRIPTION**

### **PURPOSE OF THE POSITION**

The Administration Assistant is responsible for providing clerical and administrative support in order to ensure municipal services are provided in an effective and efficient manner.

### **SCOPE**

Reporting to the Accounting Supervisor, the Administration Assistant is a member of the Corporate Services team and is committed to customer service. The Administration Assistant is responsible for accounts payable, assisting with OH&S administration and paperwork and for providing administrative support to the Corporate Services and Public Works teams.

### **RESPONSIBILITIES**

#### Accounts Payable:

- Releasing purchase order numbers as requested and maintaining a purchase order tracking spreadsheet
- Matching invoices to relevant purchase orders or other related documentation
- Submitting invoices to appropriate signing authority for authorization and coding
- Processing invoices received in a timely manner; verifying accuracy, GST compliance, approvals and account coding in accordance with policy
- Preparing any required analysis of invoices
- Following authorization of invoices, entering invoices into a batch in Diamond for verification by the Accounting Supervisor and approval of the Corporate Services Manager before posting
- Processing cheque payment runs for signature by appropriate signing authority
- Mailing of cheques
- Dealing with accounts payable inquiries
- Reconciling supplier statements
- Completing credit applications for authorization by the Corporate Services Manager
- Ensuring any penalties charged on invoices comply with credit agreements
- Maintaining records management process for accounts payable including filing and archiving documents

Administrative Assistance to Infrastructure Manager:

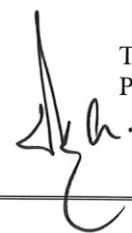
- Assisting with the Public Works Occupational Health & Safety Program documentation and procedures
- Tracking tickets and training requirements for Public Works staff
- Tracking vehicle and equipment maintenance requirements
- Arranging and coordinating meetings and meeting bookings
- Organizing Public Works events
- Coordination of hiring process and interviews for Public Works staff
- Assisting with Public Works reports, customer inquiries, research and quotes
- Preparing reports, bylaws and policies where required
- Assisting with the preparation of the Public Works budget
- Keeping Operations & Maintenance manual updated
- Maintaining supplier price listing of Public Works supplies for utility construction billing
- Completing Town linear assessment inventory for authorization of the Infrastructure Manager and submission to linear assessor
- Arranging all registrations and travel accommodations for the Public Works staff

Assisting with Financial Functions and Utilities:

- Processing cash receipts
- Daily cash balancing
- Daily bank deposits
- Backup for utility billing

Other:

- During peak times, assisting colleagues within the Corporate Services Department as authorized by the Accounting Supervisor or designate
- To assume duties of the Corporate Services Assistant or Utilities & Tax Assistant in their absence, as directed by the Accounting Supervisor or designate
- Second to assume front counter duties; i.e. reception, answering phones, and cash receipting, if other staff are absent or unavailable
- Departmental designate on the Occupational Health & Safety Committee as required
- When required, preparing and distributing agenda packages for Council meetings
- When required, to assume the duties of Recording Secretary at Council meetings or other meetings, typing of Council meeting minutes
- Backup for issuing Business Licenses when required
- Assisting with Town Event planning as required
- Adhere to the Town of Redwater Health & Safety Program



- Maintaining the Occupational Health & Safety Prime Contractor Management Program documentation and registry
- Assisting with the Corporate Services Occupational Health & Safety Program documentation and procedures
- Maintaining all documentation in an accessible filing system
- Attending work related workshops and seminars
- Any other duties as approved by the Accounting Supervisor or designate

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge:**

- Practical working knowledge and proficiency with computer systems, hardware, and software; including, Microsoft Office
- Experience with Microsoft Dynamics GP and Diamond is an asset
- Experience with utility billing, accounts payable, and receivable functions is an asset
- Basic understanding of accounting fundamentals
- Experience with direct customer service
- Experience with dealing with difficult customers

### **Skills:**

- Effective verbal and written communication skills
- Ability to multitask and prioritize
- Ability to work within tight deadlines
- Effective time management skills
- Self-starter; able to work effectively on own or with minimal guidance
- Strong interpersonal skills and ability to work within a team environment
- Provide excellent customer service to the public, staff, and Council

### **Personal attributes:**

- Honest, trustworthy and respectful
- Maintain standards of conduct
- Maintain standards of confidentiality, demonstrate sound work ethics
- Flexibility
- Demonstrate a dedication to the position and the community
- Adhere to the Municipal Code of Ethics
- Maintain a clean standard of hygiene and neat appearance



## CERTIFICATION

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Supervisor's Title and Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I have read and understand  
the responsibilities assigned to this position

I certify that this job description is an  
accurate description of the  
responsibilities assigned to the position

\_\_\_\_\_  
Senior Administrative Officer's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.