



February, 2025

THE CORPORATION OF THE CITY OF GRAND FORKS JOB DESCRIPTION

POSITION: Administrative Assistant II

DEPARTMENT: Finance Department

HOURLY RATE: \$37.85 (Administrative Assistant II) – Jan 2025

ORGANIZATIONAL RELATIONSHIPS:

- **Reports to: Comptroller**
- **Takes direction from: Chief Financial Officer**

SUMMARY:

Under the general direction of the Chief Financial Officer and the immediate direction of the Comptroller, the Administrative Assistant II is responsible for assisting the public, processing payments, document processing, updating records, handling office opening and closing procedures, and operating all office equipment.

The Administrative Assistant II will assist the Senior Accounting team, Revenue and Payments Clerk, as requested.

DUTIES AND RESPONSIBILITIES:

- Greeting visitors and directing them to the appropriate department or individual.
- Answering and transferring phone calls.
- Managing incoming and outgoing mail.
- Maintaining office security by controlling access and signing in visitors.
- Performing administrative tasks such as filing, photocopying, and data entry.
- Scheduling appointments and coordinating meetings.
- Assisting with the organization and maintenance of office records.
- Performs daily collections, reconciliations, and analysis of cash, cheques, notes, and other forms of payment, depositing them in designated financial institutions.
- Receiving permit applications and applicable fees.
- Update City records as requested.
- Opening/Closing office procedures.
- Handling the office equipment, including operation and maintenance.
- Complete all month-end and year-end activities and reports associated with the duties of the position.



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- Business Licence invoicing and related duties.
- Process Home Banking and Online Payments.
- Process Utility and Property Tax Uploads (Pre-authorized Payments).
- Prepare Purchase Orders as required.
- Balancing Petty Cash and preparing cheque requisitions.
- Maintain Office Supply Inventory, including yearly Paper Supply.
- Acts as the Revenue and / or Payments Clerk in his/her absence.
- Other related duties as assigned.

REQUIRED SKILLS AND QUALIFICATIONS:

- Completion of Grade 12.
- The ideal candidate will possess a financial certificate relevant to local government, along with related experience. The City may also consider candidates with a lesser certification, such as office administration, if supplemented by significant financial experience.
- Experience with **Vadim iCity** financial software, including accounts payable, accounts receivable, payroll, and general ledger functions is considered an asset.
- Strong ability to interpret and follow complex oral and written instructions while effectively communicating information both verbally and in writing.
- Proven ability to multitask, stay organized, meet deadlines, and adapt to evolving priorities in a fast-paced environment.
- Ability to build and maintain positive working relationships with diverse internal and external stakeholders, including the general public.
- Proficiency in modern office software, including word processing, financial spreadsheets, databases, and other business applications.
- Familiarity with financial reporting, reconciliation, and data management systems.
- Minimum of two years' experience in office administration, including familiarity with standard procedures and best practices.
- Excellent interpersonal and communication skills, with a high degree of professionalism and customer service orientation.
- Ability to embrace change and learn new processes in a technology-driven workplace.