

THE CORPORATION OF THE CITY OF GRAND FORKS

JOB DESCRIPTION

**ADMINISTRATIVE ASSISTANT I**

SUMMARY:

Under the general direction of the Chief Financial Officer and the immediate direction of the Senior Accountant, the Administrative Assistant I is responsible for receiving the public, processing payments, document processing, updating records, opening and closing office procedures, and the operation of all office equipment.

The Administrative Assistant I will assist the Senior Accountant, Revenue and Payments Clerk as requested.

The Administrative Assistant I is an entry level position with the expectation that within one year the Administrative Assistant I will be able to perform all aspects of the duties and responsibilities assigned, and will advance to be trained as Administrative Assistant II.

DUTIES AND RESPONSIBILITIES:

The duties of an Administrative Assistant I will include but not be limited to:

1. Answering telephone and in-person inquiries.
2. Performing daily collections, reconciliations and analysis of monies, cheques, notes and other forms of exchange, and depositing same in designated financial institutions.
3. Performing a variety of clerical and filing work, maintaining files, distribution of internal mail and preparation of outgoing mail and photocopying.
4. Receiving applications and applicable fees.
5. Updating City records as requested.
6. Taking minutes at department meetings, requiring a high degree of accuracy.
7. Opening and closing office procedures.
8. Handling the office equipment, including operation and maintenance.
9. Completing all month-end and year-end activities and reports associated with the duties of the position.
10. Business licence invoicing and related duties.
11. Processing home banking and online payments.
12. Processing utility and property tax uploads (pre-authorized payments).
13. Preparing purchase orders as required.
14. Balancing petty cash and preparing cheque requisitions.
15. Maintaining office supplies inventory, including the yearly paper supply.
16. Other related duties as assigned.

QUALIFICATIONS:

1. High School Graduation
2. Completion of 1st level accounting in a recognized accounting program and related work experience
3. Completion of Office Administration Program or similar course of studies
4. Minimum two years of experience in office procedures
5. Proficient in computer applications
6. Familiar with financial spreadsheet and database use
7. Excellent interpersonal and communication skills
8. High degree of tact in meeting, dealing and cooperating with internal and external clients
9. Willing and able to perform new tasks or change how a task is done in an advanced technological workplace