



IDENTIFICATION

Department	Position Title	
Municipal & Community Affairs	Administrative Assistant	
Position Number(s)	Community(s)	Division/Region(s)
21-11073	Yellowknife	North Slave

PURPOSE OF THE POSITION

This position is responsible for providing administrative, financial and secretarial support for the Municipal and Community Affairs office in the North Slave Region to ensure effective and timely administrative support for the Region.

SCOPE

The position is located in Yellowknife and has a dual reporting relationship to both the Regional Superintendent and the Manager of Finance and Administration (for all financial issues). The incumbent is responsible for providing effective and efficient administrative support services to the entire regional office. The incumbent must ensure all assignments are carried out under the guidance of generally accepted accounting principles and Legislative requirements such as the *Financial Administration Act*, Departmental directives and policies, UNW Collective Agreement, Human Resource Manual and any other applicable legislation. Work priorities are varied in response to requests from the Superintendent and/or the Manager of Finance and Administration as well as other Departmental staff. Work may be assigned verbally and/or in writing.

As the first point of contact and administrative coordinator for the regional office, the incumbent must uphold positive customer service and maintain confidentiality as appropriate.

RESPONSIBILITIES

1. Provides administrative coordination and secretarial support to Departmental staff and ensures administrative efficiency.

- Assisting in the preparation of briefing notes and other reports, including research if necessary.
- Types, formats and finalizes correspondence and reports.
- Creates and enters information into databases and spreadsheets.
- Preparing, photocopying and mailing outgoing correspondence.
- Maintaining an up to date mailing and fax list.
- Sorts, logs, and distributes incoming mail.
- Maintaining a B/F system to ensure requested documents are received on schedule.
- Maintains staff attendance sheet and travel calendars for office staff.
- Receives phone calls and direct callers to the appropriate staff, and takes detailed messages if required.
- Greets visitors and directs them to the appropriate staff.
- Acts as a liaison between the Superintendent and non-government and government officials by taking requests, passing information as directed, or occasionally discussing information using own discretion.
- Ensures that a full inventory of office materials and supplies is available for staff.
- Ensures office machines run adequately and calling for service as required.
- Makes travel and accommodation arrangements for the Superintendent and program staff as required.
- Maintains a work plan and follow up on task completion with various staff to ensure correspondence/reports are submitted to the Superintendent's office on a timely basis.
- Organizes office routines and support services providing advice to the Superintendent on any changes where necessary.

2. Maintains departmental records management system for all O&M, Capital, Service Contracts, Contribution Agreements, Client and Vendor files for the Regional Office.

- Maintains paper files and organize and structure electronic files to mirror the ARCs and ORCs file structure.
- Files all paperwork from Departmental staff, once file numbers have been assigned.
- Monitors and update all records retention information and dispose of files as appropriate for either archival or destruction.
- Ensures all staff knows where to access additional information and guidance on records management.

3. Undertakes clerical financial tasks as required, including data entry of financial documents into the Financial Information System (FIS) under the direction of the Manager, Finance and Administration.

- Verifies the accuracy of data entry prior to entry.
- Records FIS edit errors in source documents or batch headers, clearly marking for

corrective action.

- Verifies the completeness and accuracy of documents for the Manager, Finance and Administration and batch for data entry.
- Verifies the transaction is charged to an appropriate program, activity, and control object.
- Verifies the vendor number (GSN) to ensure it is correct.
- Audits supporting documentation to the transaction to ensure it is adequate and relevant to the transaction.
- Provides budget control support to transactions by performing free balance checks on FIS and advises Manager, Finance & Administration or Superintendent if there are over expenditures of program activities.
- Ensures the transaction is within the spending/payment authority limits established and the signatures valid, by referencing the Financial Signing Authority spreadsheets and Specimen Signature records.
- Ensures the transaction is in accordance with all Financial Administration directives and procedures and Collective Agreements.
- Assigns appropriate source codes and batch numbers from the batch control log book and assigns batch dates.
- Calculates batch header totals and enter this information in the batch control log book.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Knowledge of basic finance and financial procedures.
- Proficiency in English.
- Proven customer service skills.
- Effective communications and interpersonal skills.
- Proven organizational and time management skills.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and Email applications.
- Ability to exercise tact and diplomacy.
- Ability to work in a team environment.
- Ability to work effectively in a cross-cultural environment.
- Ability to maintain confidentiality as appropriate and required.

Typically, the above qualifications would be attained by:

Diploma in Management Studies along with 3 years general office experience OR an equivalent combination of education and experience.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual mental demands.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

Official Language Considerations (check one)

- Not required
- Bilingual required (state language): _____