

**Job Title: Finance Administrative Assistant**

**Summary Statement:**

The incumbent will be responsible for coordinating the activities of the Finance Office and will provide assistance to all areas within the department including Accounts Receivable, Accounts Payable, Budget and General accounting. Responsibilities include reception, planning and scheduling, maintaining contracts and files and data analysis. All responsibilities to be performed with a high level of customer service.

**General Office and Accounting Duties:**

1. Provides assistance to the Manager of Finance
2. Responsible for the maintenance / administration of all contracts for the office, i.e. Processes all manual cheques ensuring appropriate backup and follow up with Accounts Payable
3. Maintain file system and procedure manuals, i.e. sorts, records and distributes all incoming and outgoing finance and other correspondence
4. Provides follow up to customers and initiating departments of all outstanding A/R invoices
5. Provides backup support to Accounts Receivable and Accounts Payable
6. Working on the offices finance software program and maintain all related finance data (will be trained on this). Hence, prior experience with such program is a plus
7. Handle various Bank Accounts
8. Conducting various visits to different tax authorities to finalize different tax related clearances and related matters
9. Provides administrative support to department managers/supervisors and department staff

**Requirements and/or Qualifications:**

- Post-secondary diploma in Business Administration or Office Administration and experience in a computerized environment
- 1-3 years of experience
- Proficiency with Microsoft products
- Knowledge of other finance software program is a plus
- Strong organizational skills
- Strong interpersonal and communication skills.

**Performance Competencies and Criteria:**

- Must treat all payroll, accounting and budget information on a confidential basis
- Accounting functions are performed accurately and timely
- Files are maintained on a timely basis and in accordance with software records management system
- Prioritize and organize workload
- Shall include factors related to the process of doing the job, as well as achievement standards related to tasks as set out in the job description, annual major objectives and special assignments.