



Job Posting

Administrative Assistant, Finance

Permanent Full Time

35 hours/week

Finance Department

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to live; its also a great place to work!

We are proud to offer competitive wages and an attractive total compensation package. We support learning and continuous employee development, and champion career progression for our employees. We value work-life balance, so you can make the most of your career at Grey County, while making the most of your life in Grey County!

This position is required to work in the office 100% of the time due to the in person counter customer service function. The starting wage rate for this position is \$32.81 per hour. There are 5 steps in the wage scale and the job rate is \$37.65 per hour.

The anticipated in-person interview date for this position is **Friday, November 15, 2024**. Candidates are encouraged to ensure their availability on this date.

Interested Applicants are required to submit both their cover letter and resume as one single attachment online through the Grey County website no later than **Thursday, November 7, 2024 at 4:30pm**.

Purpose

The Administrative Assistant is accountable to the Director of Finance for the coordination of departmental administrative and support functions in accordance with the County of Grey policies. This role also provides corporate reception services and is the first contact for all callers who do not utilize the automated telephone system, assists visitors to the County Administration Building and processes Housing tenant rent payments.

Responsibilities

Administrative and Executive Support to the Director and Managers of the Finance Department

- Responsible for departmental records management, ensures physical and electronic departmental documents are stored appropriately within the document management system and coordinates the destruction of records with the Clerks Department.

- Researches and compiles data for the preparation of committee reports. Drafts reports, correspondence, and related documents for the Finance leadership team.
- Compiles information required from various departments for the annual insurance renewal and records in reporting templates.
- Schedules meetings, appointments, books meeting rooms, makes travel arrangements, and takes minutes when required.
- Tracks corporate credit cards, follows up with institution on credit limits and requests for new/deactivated cards based on discussions with Director of Finance.
- Collaborates as member of Administrative Standards Committee to effectively develop and implement policies, procedures and guiding principles relating to any one item that would be uniform throughout the County administration realm (ie. consistency of correspondence, manuals, and reports).
- Ensures departmental information on the County web site is current and accurate.

First Point of Contact, Public Support

- Provides first point of contact for telephone callers who require assistance and transfers calls to appropriate County staff as well as performs reception duties at the Finance Counter. A working knowledge of the various County operations is required in order to route calls and visitors to the appropriate contact. Assists callers and visitors, when possible, by providing community information if agency/program is not administered by Grey County.
- Processes payments from staff and members of the public. This includes tenant rent payments and issues receipts using Yardi (Housing software), maintains and balances accounts receivable batches for bank deposits as well as cash float.
- Prepares rent receipts for tenants for income tax purposes.

Administrative Functions

- Provides administrative support to the department by ensuring remittance slips are matched to vendor cheques for mail out, files accounts payable invoices and other documents, prepares courier packages and prepares files for storage.
- Orders office supplies for the department and name tags/name plates for staff in the administration building.
- Maintains a master list for accounts receivable and payable files, creates annual files and organizes file change over at year-end.
- Sets up annual files in document management software, reviews files and contents for accuracy and consistency.
- Responds to general County website requests and refers others to appropriate department.

- Sorts and distributes all corporate incoming mail and courier packages.
- Updates employee telephone directory in document management software

Other

- Adhere to Occupational Health & Safety Act and Regulations, all policies and procedures and ensure that personal protective equipment is worn as required.
- Perform other related duties that may be assigned.

Working Conditions

Usual hours of work are based on a 35-hour week. Additional time is required occasionally to meet the demands of peak periods, deadlines, meetings, emergencies, and obligations of the position.

Work is subject to regular deadlines and is carried out in a public office environment with frequent interruptions to provide advice and information to fellow employees and outside contacts, under minimal supervision.

Contacts

Internal Working Relationships

Relationships with County staff at all levels as the Administrative Assistant for the Finance Department.

External Working Relationships

External contacts include the general public who have inquiries, Housing Services' tenants, County's financial institution and insurance provider.

Knowledge and Skill

- Post-secondary education in Office Administration Executive or other comparable training.
- Two years of experience in clerical support, preferably at the administrative assistant level, with the ability to organize the managerial workload.
- Must demonstrate advanced skills in Microsoft Office Suite, work within data bases, and internet use.
- Must be able to use effective communication, problem-solving and interpersonal skills to assist with individual and team tasks and promote the image of the corporation.
- Excellent organizational skills, attention to detail and coordination skills; ability to work calmly under pressures of meeting deadlines, and handling multiple duties and

competing priorities; analytical and research skills; verbal and written communications skills.

- Ability to communicate effectively with people at all levels; ability to deal equitably with a wide variety of people in government and the public.
- Use discretion when dealing with confidential and sensitive information.

Impact of Error

There is the potential of harm to the public image through failure to exercise diplomacy when dealing with the public or government officials. Inaccuracy in processing tenant rent payments or year-end tax receipts could result inconveniences or financial hardship for tenants and adverse criticism of the County. Lack of courtesy in performing duties could result in a poor image of County staff.

Misuse of confidential information may result in a breach of Privacy laws, loss of confidence and credibility.

Errors on statistical information, compilation of insurance renewal information and/or reporting of information may result in incorrect information that could adversely affect staff and/or Council's decision.

Administrative delays or poor coordination of information for the department could result in inefficient operations, ineffective use of staff and the lack of information required to make the best decisions.

Information for Interested Candidates

Interested Applicants are required to submit both their cover letter and resume as one single attachment online at [County of Grey | Career Page \(careers-page.com\)](https://www.greycanada.ca/careers-page) prior to the submission deadline: Thursday, November 7, 2024 at 4:30pm.

The successful candidate will be expected to be in office 100% of working hours each week.

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

Grey County is proud to be an equal opportunity employer, and promotes a culture of respect where all team members are valued for their unique talents, knowledge and lived experiences.

Accommodations are available for all parts of the recruitment process. Applicants are encouraged to outline accommodation needs when submitting their application. If alternate methods of application are required, candidates can email careers@grey.ca.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Drivers Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.