



Job Specification

Position Title: ADMINISTRATIVE ASSISTANT
Job Code: OPSEU - Office Administration 08, 08OAD
Job ID: 35796

Purpose of Position:

To provide support for the operations of the Office of the Registrar General of an administrative and clerical nature

Duties/Responsibilities:

1. Maintaining Branch revenue statistics using automated tools, participating in preparing Branch revenue forecasts and reports by collecting and providing related data. Supporting the preparation of the annual Branch allocation through periodic allocation reviews/financial projections, and the preparation of monthly management reports including; variance reports by providing data to the Registration Division Office, completing the line item calendarization for the Branch and supporting the preparation of the annual calendarization of the Branch budget, and completing the day-to-day maintenance and updating of Branch financial data using standard technology for the OPS (c.g. Freebalance, Vital Statistics Information System).
2. Preparing, Verifying, and where required, executing invoices and purchasing documents, obtaining supplier quotes for local purchases of office supplies, ordering and/or purchasing office supplies via purchasing card and verifying receipts of supplies, maintaining on-going minor office supply/goods/maintenance contracts, tracking Branch purchasing card usage records for audit control, and reconciling with ABACUS on a monthly basis including following up on inquiries and discrepancies.
3. Reviewing, coding, and submitting invoices and travel expense claims for approval; liaising with Expenditure Accounting and Vendors regarding invoice processing; maintaining an effective, automated expenditure tracking system including tracking expenditures against calendarization, and reviewing and preparing reports Oil expenditures.
4. Preparing invoices and journal entries for accounts receivable clients, reconciling payments; maintaining, tracking, collecting and reconciling returned cheques; preparing the annual Branch reports on uncollectible accounts including reports on annual write-offs; preparing tiles for and issuing refund cheques in response to operational requirements (reconciling, endorsing, and distributing refund cheques); requisitioning funds for the Branch refund accounts; reconciling the revenue refund bank account and reporting to Expenditure Accounting; reviewing ABACUS and Payrun Reports for accuracy and advising Manager of Finance and Administration of any discrepancies, following-up as requested and responding to enquiries from Branch and Ministry staff.
5. Maintaining branch petty cash, withdrawing funds via AMEX cards, distributing petty cash funds, reconciling all disbursements. requesting reimbursement or funds through Expenditure office as required and directed by the Manager.
6. Co-ordination of service requests from the Ministry of Labour including receiving, reviewing, processing, invoicing and completing requests for service.
7. Recording and updating the accumulation of Branch performance measurement statistics and the preparation of related reports.

Knowledge:

The position requires knowledge of program priorities and service-related policies, procedures and practices to organize own work. Position requires knowledge of the Branch, Division, Ministry and Government administrative, financial and human resources policies, practices and procedures as well as management guidelines. Knowledge of mathematics to accurately prepare reports on financial matters including multiplication, percentages, variances, addition and subtraction; knowledge of Branch policies, procedures, and operations respecting the handling of NSFs, refunds, using VSIS computer system: knowledge of the operation of office equipment such as photocopier and facsimile to copy material and transmit information; knowledge of and proficiency in using available customized and/or standardized, fully programmable PC-based/networked software (e.g. VSIS, RGDMS, spreadsheet, word-processing,

presentations, financial information systems).

Skills:

Organizational skills, co-ordination skills and demonstrated ability to work with limited supervision. Position requires communication, research and interpersonal skills to gather information, liaise with Branch staff, suppliers, Divisional Office, and IIRB, and to participate in recording, analyzing financial and administrative data within tight timeframes.

Client service focus to respond to inquiries from the public, stakeholders and Ministry officials, regarding Branch financial and administrative records, NSF cheques, refunds, and supplier payments.

Computer and keyboard skills to prepare correspondence, tables, reports, slide presentations by using word processing equipment and features (e.g. formatting, spell check, copy, paste, table, graphics, spreadsheet) of software packages such as Word, Windows, Excel, Lotus 1-2-3, PowerPoint, Freebalance, GroupWise, Netscape Navigator.

Written and oral communication skills that respect confidentiality to communicate with managers and staff, stakeholders, other ministry staff, vendors and clients; to provide factual information on program areas to internal/external contacts, including Branch management, over the telephone and in person, e.g., payment of invoices, NSF policy; to co-ordinate and arrange training sessions, and to respond to queries re: competition status, attendance/payroll and expenditure/purchasing/forms issues.

Written communication skills to prepare letters on own initiative or from brief instructions (e.g. letters to client groups collecting fees for services rendered, collection letters on NSFs, follow-up letters to staff for Director's signature).

Freedom of Action:

Work is performed in accordance with ministry and government policies, delegations of authority, guidelines, objectives and program mandate. Job requires performing all tasks with minimum supervision, initiative and flexibility to meet the requirements of a customer-service and production-oriented workplace.

General work such as correspondence preparation and general inquiry telephone calls are largely unsupervised. Job requires making travel arrangements within schedule and price requirements. Matters for which there is no established policy or precedent are referred to the Director.

Job requires identifying and resolving discrepancies related to attendance credits, invoices, expense claims, journals and revenue refunds by referring to administrative procedures and guidelines and liaising with the Shared Services Bureau.

Judgement required in determining issues and queries that require referral to appropriate Branch Manager or staff.