



Position Description

POSITION TITLE: Administrative Assistant
DEPARTMENT: Corporate Services
REPORTS TO: Financial Services Manager

SUMMARY OF POSITION:

The Administrative Assistant is to provide administrative and financial support across the organization and certain positions such as reception, utilities, and accounts payable & receivable.

RECOMMENDED TRAINING & QUALIFICATIONS:

- Post-secondary education or course in business administration, finance, accounting, office administration or a related field
- Applicable Catalis Software Training
- Microsoft Office Applications; Word, Excel, Outlook, SharePoint
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

KEY DUTIES AND RESPONSIBILITIES:

1. Reception Functions

- a. Greeting and assisting clients/customers as the primary service contact for Starland County
- b. Answering and directing telephone calls / message delivery
- c. Receiving and receipting payments, including payment by mail, telebanking, or other electronic means
- d. Records management including, filing, file system maintenance, records scanning and storage, record retention

2. Accounts Payable

- a. Coding invoices with G/L and vendor numbers
- b. Post invoices to computer and print cheques
- c. Mail cheques and statements to customers
- d. Balance accounts payable monthly
- e. Balance petty cash monthly

3. Accounts Receivable

- a. Code documents with G/L and vendor numbers
- b. Post to computer, prepare and mail invoices
- c. Balance accounts receivable monthly

- d. Send reminder notices to overdue accounts and prepare a delinquent list for distribution to Council and Staff
- e. Prepare billing for various departments, such as gravel days, dust control, ANI insurance, ASB rentals, etc.

4. Utilities

- a. Downloading meter reads and generating water billing for various water systems
- b. Initiating the water billing statements, including rural truck fill code system
- c. Invoicing all municipal costs associated with oil and gas approvals. Receipt payments received.
- d. Records Management of all agreements and notifications
- e. Assist with the coordination of applications by the oil and gas industry to locate facilities within the proximity of municipal road allowances
- f. Act as the secretary to the Municipal Planning Commission
- g. Issue deeds for all cemetery lot purchases, and maintain the record / database for all cemeteries

5. All other duties as assigned by the Financial Services Manager, Corporate Services Director or Chief Administrative Officer

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing are not required on hiring.