



**REGIONAL  
DISTRICT  
NORTH  
OKANAGAN**

**JOB TITLE:** Administrative Assistant, Finance  
**DEPARTMENT:** Finance

**JOB SUMMARY**

Reporting to the General Manager, Finance, the Administrative Assistant, Finance is responsible for providing senior administrative support and general accounting duties for a variety of financial related functions.

**DUTIES / RESPONSIBILITIES**

- Provides confidential administrative and clerical support to the General Manager, Finance
- Maintains department files in a well-organized, consistent and confidential manner
- Coordinates and prepares the department’s agenda items for Board of Directors and committee meetings, in conjunction with the Corporate and Administrative Services Department
- Assists with various accounting, accounts payable and accounts receivable processes, including reconciling accounts, data entry and administrative support
- Reconciles, processes and enters journal vouchers and landfill cash sheet summaries
- Under the direction of the General Manager, maintains insurance claim files, assists with information gathering, and liaises with insurance providers
- Updates and maintains department’s sections of corporate website and department calendar
- Researches, reviews and prepares correspondence, spreadsheets, reports, agreements, and other documents
- Provides vacation coverage for department staff
- Takes minutes for meetings as required and tracks action items
- Provides coverage for cashier and reception as needed
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	General Manager, Finance
Positions directly supervised:	
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Diploma in business, accounting or a related program</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Two years of administrative or financial experience, preferably within a local government setting</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 BC Driver's License</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Superior organizational skills, multi-tasking talents and a well-developed knowledge of administrative support duties</li> <li>▪ General accounting knowledge</li> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Excellent interpersonal and problem solving skills</li> <li>▪ Exceptional customer service skills and abilities</li> <li>▪ Discretion and ability to sensitively manage personal and confidential information</li> <li>▪ Working knowledge of the financial software used by the Regional District</li> <li>▪ Accurate and detail-oriented</li> <li>▪ General knowledge of applicable legislation and procedures</li> <li>▪ Ability to work with limited supervision, requiring independence and initiative</li> <li>▪ Minimum keyboarding speed of 60 wpm</li> <li>▪ Ability to work with limited supervision, requiring independence and initiative</li> <li>▪ Excellent working skills in the use of Microsoft Office Suite of products (Word, Excel, Outlook, PowerPoint)</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ May be required to work outside normal working hours, including weekends and evenings</li> </ul>

**CLASSIFICATION**

Wage Level 9

**JOB DESCRIPTION**

Effective date: March 2, 2022