



ADMINISTRATIVE ASSISTANT

Finance Department & Town Hall

Interested applicants, provided they meet the eligibility, should submit a resume to Sherman St. Germain, Human Resources Management, prior to the posting expiry date. Please submit via email to hr@hampton.ca, in person at the Town Hall (front office) or to PO Box 1066, Hampton, NB, E5N 8H1

Job Title:	Administrative Assistant – Accounting Permanent (Full-Time)	Reference Job # 2405010100
Reports To:	Director, Finance and Human Resources	
Salary Range:	Level 4 (Range \$40,099-\$54,252)	
Posting Date:	May 8 th , 2024	
Posting Expiry Date:	May 22 nd , 2024, at 1:00 pm	
Anticipated Start:	June 2024	
Job Summary	<p>The Administrative Assistant will be responsible for assisting with the basic accounting functions of accounts payable, accounts receivable, account enquiries, receipting, and deposits. The Administrative Assistant will not only support the Finance Department but also assist with general office duties. Responsibilities will include but are not limited to answering phones, cover reception during breaks, lunch, vacation, and sick days. You will be the first point of contact for the Finance Department. The Administrative Assistant shall possess a friendly and professional demeanor, be diligent and detail-oriented, with the ability to uphold a high level of confidentiality while interacting with employees, management, Council, and the public.</p>	
DETAILED JOB DESCRIPTION ATTACHED		

HAMPTON

JOB DESCRIPTION



ADMINISTRATIVE ASSISTANT

FINANCE DEPARTMENT AND TOWN HALL

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Primary Relationships:

The Accounting Administrative Assistant will report to the Director of Finance or designate. The incumbent will assist with developing and maintaining effective communications and working relationships with the CAO, Mayor, Council, employees, and volunteers.

Duties & Responsibilities:

The Administrative Assistant is responsible for assisting with a variety of tasks. Some of the more common include:

- Receive, screen, and redirect all inbound telephone calls, emails, and visitors
- Maintain work schedules and calendars for the Finance Department
- Prepare travel schedules, book travel arrangements, and make reservations for Finance Department
- Follow proper procedures and formats for administrative, accounting and record management requirements.
- Work with department committees as required to provide administrative support including such duties as minute taking, agenda, meeting notices, ordering supplies, etc.

- Review documents, reports, and correspondence prepared by Finance Department for format, content, grammar, spelling and make edits, as necessary.
- Maintenance of office environment such as kitchen, board room, conference rooms, and council chambers as needed.
- Troubleshoot and/or escalate office administration issues to the Executive Assistant.
- Prepare/assist in the preparation and review of presentations for the Finance Department.
- Prepare and process accounting invoices and payments, using various programs and coordinating with various members of the Finance department.
- Provide direct administrative and office management support to all members of the management team.
- Maintain and update municipal data as required
- Reconcile receipts to statements (Irving, Sobeys Gas Bar, NAPA, etc.)
- Collect and distributing accounts payable invoices to proper departments for signature with appropriate back-up
- Generate invoices for payment, as required
- Track Purchase Orders, as required
- Filing paid documents
- Other duties shall be assigned as required.

Supportive Functions:

In addition to performing the essential daily operations, this position may be required to perform a combination of the following supportive functions

- Assist with the month-end of year-end closing procedures
- Assist with annual audit
- Assist with annual budgets
- Ensure internal control procedures are being followed

Requirements:

- Post-secondary degree / diploma in Office administration with basic accounting skills
- Minimum of one year experience in accounting or office setting.
- General knowledge in office administration and duties
- Strong working knowledge of Microsoft Office, including Excel, Word, PowerPoint, and Teams.
- Fiscally responsible and suggest cost-saving measures.
- Strong analytical skills.
- Communicating effectively with co-workers, officials, and the public.
- Ability to multi-task.

Working Conditions:

- Regular 37.5 hours per week / 8:00 – 4:30 pm / Monday – Friday
- Ability to attend meetings and conduct presentations
- Overtime/Flextime as required
- Interacts with employees, various management levels and the public at large.
- Travel may be required

THE ABOVE JOB DESCRIPTION REFLECTS THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPAL FUNCTIONS OF THE POSITION IDENTIFIED AND SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL THEWORK REQUIREMENTS THAT MAY BE INHERENT WITH THE POSITION.

Sherman St. Germain
Director, Finance & Human Resources