

# Job Description

## Administration Officer

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Administration Officer is responsible for maintaining day to day financial, accounting, administrative and personnel services in order to meet legislative requirements and support municipal operations.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Administration Officer reports to the Director of Finance and is responsible for assisting with preparation of financial statements, maintaining cash controls supervising the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations. The Administration Officer must work within municipal policies and procedures and in compliance with all Territorial Acts and Legislation.

Failure to provide adequate services may result in lost or misused revenues, inaccurate financial statements and financial mismanagement for employees, contractors and suppliers if the payroll and/or accounts payables are not processed in an accurate and timely manner.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Administer and monitor the financial system in order to ensure that the municipal finances are maintained in an accurate and timely manner

### **Main Activities**

- Assist with preparation of the budget
- Implement financial policies and procedures
- Reconcile the general ledger
- Prepare and reconcile general bank statements
- Establish and maintain supplier accounts
- Ensure data is entered into the system
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Prepare income statements
- Prepare balance sheets
- Assist with the annual audit
- Maintain financial files and records

2. Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys

Main Activities

- Ensure the safeguarding of all municipal funds
- Issue, code and authorize purchase orders
- Reconcile the accounts payable
- Reconcile the accounts receivable
- Reconcile weekly deposits
- Manage distribution of utilities bills and collections of accounts

3. Administer employee files and records in order to ensure accurate payment of benefits and allowances

Main Activities

- Administer employment agreements
- Verify and report on benefits payments
- Maintain the leave management system
- Review remittances
- Supervise completion of the payroll
- Review payroll reports

4. Supervise administrative services within the municipal office

Main Activities

- Manage the filing, storage and security of documents
- Respond to inquiries
- Manage the repair and maintenance of computer and office equipment
- Maintain insurance coverage's
- Issue permits and licenses
- Supervise the lands program
- Supervise customer services and respond to customer inquiries
- Assist with preparation of Bylaws
- Assist with preparation and advertising of contract documents
- Administer contracts

5. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ computerized accounting programs
- ✓ accounts payable and accounts receivables
- ✓ generally accepted accounting principles
- ✓ preparation of financial statements
- ✓ municipal services
- ✓ administration of employee benefits
- ✓ payroll systems and reporting
- ✓ office administration
- ✓ an understanding of relevant municipal legislation, policies and procedures
- ✓ an understanding of the northern cultural and political environment

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ supervisory skills
- ✓ team building
- ✓ accounting and bookkeeping skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet and wordprocessing programs at a highly proficient level
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Administration Officer. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The Administration Officer must would normally attain the required knowledge, skills and attitudes through completion of a Diploma in Accounting or Business Administration and/or completion of second level of a recognized accounting program combined with related financial experience.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Administration Officer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Administration Officer may also have to do some light lifting of supplies and materials from time to time. .

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Administration Officer may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients and contractors. The Administration Officer may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Administration Officer to concentrate.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Administration Officer will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

## CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name                      Date	Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.