

Job Description

Housing Administrative Clerk

PURPOSE OF THE POSITION

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

The Administrative Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations.

SCOPE

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

The Administrative Clerk reports to the Housing Manager and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that Housing Authority finances are accurate and up to date, that staffs are paid in a timely and appropriate manner and that vendors and suppliers are paid within established time limits.

RESPONSIBILITIES

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

1. Perform the day to day processing of financial transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner

Main Activities:

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare, verify, and process invoices and coding payment documents
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Process backup reports after data entry
- Administer the sorting, verification and preparation of cheques for utilities
- Compile consumption reports on spreadsheets
- Print and distribute monthly financial reports
- Record and document daily revenue and make bank deposits in general and damage deposit accounts
- Receive tenant rental and damage payments and issue receipts
- Record transactions on tenant ledger cards

2. Complete payroll functions in order to ensure casual staff are paid in an accurate and timely manner

Main Activities:

- Establish and maintain confidential casual employee files
- Process TD1 forms
- Calculate salaries and benefits
- Verify pay amounts, hours of work, deductions, etc.
- Verify coding and obtain signatures
- Batch paysheets for data entry
- Data enter of payroll information
- Log in and distribute pay cheques
- Prepare and remit source deductions and payroll tax
- Prepare T4's at year end
- Prepare Records of Employment

3. Provide administrative support in order to ensure effective and efficient office operations

Main Activities:

- Maintain inventory files
- Monitor and order office supplies
- Prepare purchase orders
- Ensure the confidentiality and security of all financial and employee files
- Assist in the preparation of Board meetings and contact Board members of meetings
- Maintain Board Minutes
- Maintain leave records for all employees
- Receive and sort the mail
- Receive and direct tenant concerns to the appropriate staff member
- Prepare work orders for maintenance
- Maintain and data enter complete work orders in the MMOS system
- Prepare monthly and year end MMOS reports
- Ensure safe is secure

4. Provide receptionist services

Main Activities:

- Greet and assist visitors
- Answer phones
- Direct calls and respond to inquiries

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:

- ✓ knowledge of office administration and bookkeeping procedures
- ✓ knowledge of accounts payable, accounts receivable and maintaining general ledgers
- ✓ knowledge of payroll functions and procedures
- ✓ ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- ✓ confidentiality concerning financial and employee files

Skills

The incumbent must demonstrate the following skills:

- ✓ excellent interpersonal skills
- ✓ team building skills
- ✓ bookkeeping skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ attention to detail and high level of accuracy
- ✓ very effective organizational skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized accounting, MMOS, spreadsheet and wordprocessing programs
- ✓ stress management skills
- ✓ time management skills
- ✓ ability to speak the local language

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Finance and 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 incumbent would normally attain the required knowledge and skills through completion of bookkeeping and office procedures coursework combined with related financial and administrative experience. Equivalencies will be considered.

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

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The incumbent is located in a busy, open area office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

Sensory Demands

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

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

CERTIFICATION

Employee Signature	Supervisor's Title
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.
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.