



TOWN OF WALDHEIM

Position Description

1. IDENTIFYING INFORMATION:

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|----------------------|---------------------------------------|-----------------------|--------------------------|
| A. DEPARTMENT: | Finance, Administration
& Planning | E. POSITION TITLE: | Administrative Assistant |
| B. BRANCH: | Office Administration | F. STATUS: | Permanent Full-Time |
| C. LOCATION OF WORK: | Town Office | G. REMUNERATION: | Salary |
| D. MONTHLY HOURS: | Approximately 150 | H. NAME OF INCUMBENT: | |

2. POSITION SUMMARY: (AN OVERVIEW OF THE POSITION AND ITS PURPOSE.)

The incumbent acts as general office assistant and receptionist in the Town Office, meeting the public, answering general inquiries and receipting revenues. The position is also responsible for assisting with the majority of bookkeeping for the Town.

3. POSITION DUTIES:

- Typing letters, correspondence, minutes, reports, etc.
- Collecting and receipting general, tax, and utility revenues.
- Waiting on front counter and answering telephone.
- Prepare monthly payroll for all municipal employees and transit government reports and remittances.
- Calculate and prepare water bills
- Preparing accounts payable vouchers.
- Prepare bank deposits as prescribed in the Municipalities Act for approval by the Chief Administration Officer (CAO).
- Prepare monthly statements of receipts and expenditures and bank reconciliation.
- Open, sort incoming mail and prepare outgoing mail.
- File correspondence, records, and reports in accordance with established filing system.
- Maintain and update computer systems for properties, cemetery plots and water meters.
- Maintain inventories of office supplies and stationery, ensuring re-orders as required.
- Prepare and summarize monthly statistical program reports from various municipal areas for presentation to Council.

4. COMPLEX DUTIES AND EQUIPMENT USED:

- | | |
|-----|---------------------------|
| 70% | Computer |
| 20% | Photocopier & fax machine |
| 10% | Calculator |

5. SUPERVISION RECEIVED AND EXERCISED:

SUPERVISOR: Chief Administration Officer (CAO)

6. SCOPE FOR INDEPENDENT ACTION:

WHAT MATTERS MUST THE INCUMBENT REFER TO THEIR IMMEDIATE SUPERVISOR? WHAT DECISIONS CAN BE MADE ON OWN INITIATIVE? WHAT DEGREE OF AUTHORITY TO ACT HAS BEEN DELEGATED IN TERMS OF ESTABLISHING AND ACCOMPLISHING OBJECTIVES?

Answer public inquiries of a general nature, but refers questions as to policy interpretation to the Chief Administration Officer (CAO).

Submits all bank deposits, bank reconciliations, and monthly statements to the Chief Administration Officer (CAO) for review and financial control.

7. SKILLS, KNOWLEDGE AND ABILITIES REQUIRED:

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
EDUCATION:	Grade 12	Business College
EXPERIENCE:	Secretary	Bookkeeping
LICENSES OR CERTIFICATES:		
SPECIFIC SKILLS:	Computer Experience Handling Cash Volumes	
SPECIAL REQUIREMENTS:	Public Relations Bondable	Accounting

8. CERTIFICATION:

THE FOREGOING INFORMATION IS A THOROUGH DESCRIPTION OF THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. I HAVE READ AND UNDERSTAND THIS POSITION DESCRIPTION.

EMPLOYEE NAME: _____

DATE: _____

SIGNATURE: _____