



JOB DESCRIPTION

Administrative Assistant

Reporting to the Chief Administrative Officer or designate, the **Administrative Assistant** is responsible for the following:

PRIMARY DUTIES

1. **RECEPTION:** All reception duties, including directing phone calls, opening and closing the office, etc. Arrange for proper coverage when away from front desk (First- Accounting Clerk, Second – Intern/Assistant, Third- Any other staff member). General typing and photocopy for council, department heads, and customers.
2. **CITIZEN SERVICES:** Assist all citizens who phone or come into the office. Record and address public comments and complaints and ensure that they are followed up on.
3. **CASH RECEIPTING AND MANAGEMENT:** Process payments in the cash receipting system including property tax payments, business license payments, dog license fees, utility payments, accounts receivable, and miscellaneous cash transactions. Balance cash receipts and prepare bank deposits and print all required reports. Enter cleared cheques to complete the monthly bank reconciliation process.
4. **BUSINESS LICENSES:** Set-up of new accounts, enter updates, prepare invoices & billing.
5. **CIRCULATION FILE & MAIL/EMAILS:** Manage incoming and outgoing mail. Retrieve mail from Post Office by 10:00 am daily, read and sort all Village of Burns Lake mail and email. Prepare daily circulation file, and pull information from the Bring Forward File. Make copies, distribute, and file items from the circulation file daily.
6. **GENERAL FILING:** Regular filing of correspondence, reports, etc. into the Village General Filing system.

7. **UPDATING SPREADSHEETS:** Create and update spreadsheets and complete database entry as required. Spreadsheets that must be updated regularly include: grant reporting and applications, Campground Questionnaires, etc.
8. **COUNCIL OPERATIONS:** Have a general understanding of Council Operations and appropriate responses to Council related questions.
9. **GENERAL PROPERTY & TAXATION DUTIES:** Check legal descriptions and zoning of properties, assessment values, etc., as required. Liaise with citizens, banks, and law offices, etc. regarding enquiries.
10. **ORDERING SUPPLIES:** Ordering and stocking of all office supplies. Obtaining quotes for minor purchases as per purchasing policy.
11. **DOG LICENSING:** Enter customer and dog information into system, familiarize self with bylaw and impound fees. Assist with record keeping information by communicating with the Public Works Crew.
12. **GRANT INFORMATION:** File and update grant information in appropriate binders, as well as in general files, and assist with grant application preparation.
13. **COUNCIL CHAMBERS:** Ensure that council chambers remain neat and tidy, and prepare chambers for meetings. In addition to checking for tidiness, this involves ensuring there are adequate supplies of soft drinks, coffee, tea, sugar, creamer, napkins, etc., prior to any meeting. Set up for Council Meetings according to direction from the City Clerk. Ensure dishes are clean and put away.
14. **MEETING ARRANGEMENTS:** Monitor meetings scheduled in Council Chambers to avoid overlap and book meetings as requested by staff members.
15. **STAFF MEETING AGENDAS AND MINUTES:** Prepare weekly staff meeting agendas and forward to staff.
16. **EVENT PLANNING:** Arrange staff functions as requested by the City Clerk or other staff members.
17. **JOB PROCEDURE UPDATES:** Maintain job procedures binder at the front desk and for your own records. Create and update job procedures as necessary.
18. **MISCELLANEOUS DUTIES:** Miscellaneous duties as assigned by supervisor.

19. **Cemetery Maintenance:** Provide information to the public on plots, fees, procedures, and restrictions. Collect fees and record information in cemetery files. All cemetery-related work must be reviewed by your supervisor, in her absence, the Chief Administrative Officer. Ensure that the Cemetery Database is updated after each entry.

SECONDARY DUTIES

(to be done in the absence of the Accounting Clerk or as required):

1. **UTILITIES:** Enter meter readings, produce reports, process bills monthly, update customer information. Prepare annual utility billings; updates services and customer info and accounts.
2. **CLIENT MAINTENANCE:** Update BC Assessment changes, property tax updates (including changes in utility accounts), mortgage company information updates, and general changes as per client.
3. **PAYROLL:** Enter employee hours, produce reports, prepare cheques and Receiver General remittances. Set up new employee records and termination requests.
4. **ACCOUNTS PAYABLE:** Invoice entry, update supplier information, preparation of cheques, filing of invoices, production of reports for filing. Work to be reviewed by supervisor.
5. **ACCOUNTS RECEIVABLE:** Customer set-up & invoice entry.
6. **UPDATES:** Mail out monthly water/sewer reports, and other miscellaneous reports.
7. **MUNICIPAL ELECTION:** Act as an Election Official as required by the Chief Election Officer in general municipal elections and by-elections.