

## **POSITION DESCRIPTION**

Job Title: Finance Administrative Assistant

Reports to: Director of Finance

Revised: March 2024, February 2023

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### **Primary Function:**

Under the direction of the Director of Finance, the Administrative Assistant provides comprehensive administrative support for all finance-related positions, functions and undertakings in accordance with Wesway's policies and procedures, applicable Ministry guidelines and legislation. The Administrative Assistant provides administrative support to other departments as required.

### **Roles and Responsibilities:**

- Verify and enter Respite Worker time sheet hours/occurrences into database according to appropriate guidelines/categories
- Provide support with the Finance's invoicing processing, such as screening eligible expenses, follow-up calls, cross-checking information and tallying figures
- Obtain, input, track and/or generate data for financial and statistical purposes and/or reports
- Create and generate finance-related Excel reports as required
- Develop and maintain appropriate administrative support systems for Finance (e.g. ensure that current information is available in all appropriate places, coordinate finance-related billing, training manuals, information booklets, copying, filing, etc.)
- Coordinate appropriate file retention systems for all finance-related records
- Carry out all administrative duties such as data entry, photocopying, typing, filing, compiling, binding, scanning, uploading, faxing, etc.
- Provide team coverage support for Finance and Administrative Assistants and other positions as required

### **Other**

- Actively pursue relevant training opportunities related to professional learning needs as identified in the performance review process
- Other duties as assigned

## **Qualifications**

- Diploma in Office Administration and a minimum of two years administrative experience in an office environment (or an equivalent combination of education and experience)
- Excellent attention to detail, able to identify and correct errors
- Proven record of successful experience in a team-oriented work setting
- Excellent interpersonal and communication skills
- Ability to use tact, judgement and discretion when dealing with confidential matters
- Excellent organizational skills and self-motivation
- Ability to manage multiple tasks within tight timelines
- Advanced computer skills with demonstrated proficiency in a Microsoft Office environment. Proficient with Excel.
- Experience with a payroll system (i.e. ADP) would be considered an asset
- Comprehensive knowledge of office practices, procedures and equipment
- Must work in compliance with the provisions of the Ontario *Occupational Health and Safety Act* and the Regulations pursuant to it