

POSITION DESCRIPTION

Job Title: Finance Administrative Assistant
Reports to: Director of Finance
Revised: March 2024, February 2023

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