

Job Title: OFFICE ASSISTANT

Reports to: Business Services Manager

Indirectly Reports to: none

Direct Reports: none

Indirect Reports: none

Classification: Hourly

Summary/Objective: The Office Assistant has a strong focus on data entry and duties related to accounts payable with additional responsibility for office organization and reception.

Main Responsibilities:

- Receive and review invoices for accuracy, completeness, and compliance with company policies and procedures. Enter invoices into the accounting and purchasing system accurately and promptly
- Prepare accounts payable invoices and handle payments in an organized and timely manner
- Reconcile vendor statements and resolve any discrepancies or issues
- Perform internal credit card and petty cash reconciliation
- Complete monthly reconciliation of inventory and disperse inventory in the system based on usage sheets
- Ensure documents are properly filed and archived for audit purposes.
- Complete various other administrative tasks such as; reception, general office duties, maintaining accurate records, compiling employee communication packages, organizing team building events
- Make recommendations for process enhancements and participate in implementation efforts
- Act as back up for employee payroll
- Communicate and uphold company policies and procedures
- Maintain a high level of confidentiality at all times

Competencies:

- Excellent attention to detail and focus on accuracy
- Excellent prioritization, time-management, organization and multi-tasking skills
- Effective communication skills, both written and verbal
- Enthusiasm and willingness to learn
- Demonstrated ability to work independently and as part of a team

Requirements (education/certifications/licences/passport/clean drivers abstract):

- Secondary School Diploma

- Post secondary education courses in accounting would be considered an asset
- Strong understanding of basic accounting principles and practices
- Proven experience in data entry or a similar role
- Proficient with Microsoft Office software, particularly Excel
- Experience with Sage accounting software would be considered an asset

Working Conditions: office environment

Travel Requirements: Travel is not associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: October 23, 2024