

Administrative Assistant/ Bookkeeper

Employer: Elliot Lake Women's Group

Posted: 11 months ago

ES Job ID: 4046

Sector(s): Accounting, Office & Administration

Closing Date: June 02, 2023

Location: Elliot Lake

Duration: Full Time

Job Description:

Position Overview

The Administrative Assistant/ Bookkeeper is responsible for providing support to the Executive Director, payroll support, general office support, reception support and maintaining the filing system.

Essential Job Functions

Payroll Support

- 1.1 Use Microsoft excel spreadsheets to perform calculations, input and analyze data
- 1.2 Use computer word processing and database software to prepare reports, memorandums and documents
- 1.3 Maintain the payroll filing systems
- 1.4 Performs miscellaneous accounting/bookkeeping related duties as required

Office Support

- 2.1 Prepare Job Orders and dispatch to various contractors
- 2.2 Organize, file and ensure accuracy of all work orders
- 2.3 Receive and reconcile all completed work orders ensuring accuracy
- 2.4 Prepare completed and reconciled work orders for billing
- 2.5 Ensure office filing system is up-to-date and accurate
- 2.6 Perform other administrative duties as required

Reception Support

- 3.1 Answering the telephone calls and directing the call to the appropriate personnel
- 3.2 Greet people coming into the office, directing them to the appropriate contacts, and provide information in person and by phone
- 3.3 Accept and sign for deliveries
- 3.4 Send and receive messages and documents using fax machine or electronic mail
- 3.5 Process incoming and outgoing mail, manually or electronically; following up to ensure receipt
- 3.6 Photocopy and collate documents for distribution, mailing and filing
- 3.7 Maintain client/supplier contact database and ensure all client information is up to date in the software program
- 3.8 Shred documents that require shredding and empty/maintain shredder 3-9 Performs other duties as required

Required Skills:

Education/Experience Requirements

- High School Diploma
- College Diploma in Office Administration or Business Administration (or equivalent) an asset
- 3 years related experience
- Intermediate to Advanced skills in MS Excel



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Requirements:

Other Skills/Abilities

- Ability to: perform assigned duties with a minimum of supervision; identify problems and implement or recommend solutions; interpret and apply policies and procedures within limits of authority; use tact and discretion; interact effectively with supervisors, officials, employees, and the general public; learn and adapt to new technology as it relates to office practices and procedures; maintain confidentiality of information; pay attention to detail; work effectively despite interruptions; plan, organize, and prioritize work; proofread documents and other work; use a computer, related software, transcribing equipment, and other standard office equipment; type 50 net words per minute.
- Knowledge of: clerical office practices and procedures; recordkeeping practices; standard word processing, spreadsheet, database, and presentation software; e-mail systems; proper English usage, spelling and punctuation.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization

How to Apply:

Please forward your resume and cover letter to:

Kelly O'Donnell

Acting Interim Director of Programs and Staff Maplegate

In care of Women In Crisis (Algoma) Inc.

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