

Job Description: Administrative Assistant (Financial)

Supervisor: Executive Director

The Administrative Assistant (Financial) is responsible for financial administration, membership communication, administrative support, and general office duties for the Association. Working under the direction of the Executive Director, the administrative assistant ensures that duties for which he, she, or they is responsible are fulfilled in a way which reinforces the work of others and enhances the Association's overall effectiveness.

Financial:

The Administrative Assistant's primary responsibility is to maintain accurate financial records for the Association, and for implementing accounting transactions and records. Specifically, the Administrative Assistant is responsible for:

- preparing monthly financial statements for the Executive Council, the Board of Representatives, and the Reserve Fund Committee, and other reports, statements, and statistical data as assigned;
- monitoring budget lines and advising the Executive Director and Treasurer of potential problems;
- receiving and verifying invoices, preparing cheques for signature, making bank deposits, maintaining accurate records of bank balances, reconciling various dues statements with membership records, and all UMFA staff payroll functions. This responsibility includes recording accounting transactions by posting to computerized ledgers (Quickbooks), applying and verifying account transfers, and liaising with appropriate bank, government and other authorities to ensure the transactions are correct;
- preparing documents for the annual audit, including all year-end materials and summaries;
- working with the Executive Director and Treasurer to prepare the annual budget; and
- keeping record of Association investments and providing investment summaries to the Executive Director, Treasurer, and the Executive Council.

Administrative:

The Administrative Assistant:

- co-ordinates Executive, Board, Reserve Fund Committee, Collective Agreement Committee, Bargaining Team, other committee and membership meetings, including schedules, email lists, and making arrangements for meetings, including preparation of agendas, documents, reports and minutes;

- maintains email lists for all Association communications, Board of Representatives, Executive, and committees;
- makes travel arrangements for out-of-town meetings and conferences including air, hotel, and meeting registration;
- maintains an effective system for retrieving archival materials, including filing; and
- liaises with IT service providers with respect to computer and server needs Including maintenance, upgrades, and technical issues.

UMFA-Staff Benefits

- Working with the Executive Director, the Administrative Assistant liaises with insurance providers with respect to UMFA-staff health, pension, and other benefit plans.

General

The Administrative Assistant is responsible for:

- greeting Members or the public who contact the Association by telephone, by email or in person, handling requests for information or referring requests to the appropriate person. This function may involve situations where individuals are under severe personal stress or where situations are controversial;
- general office and equipment maintenance;
- ordering supplies;
- working in co-operation with other staff as a member of the professional team; and
- other general duties as assigned.

January 2023