

Job Title:	Administrative Assistant	Job Category:	Clerical
Location:	North Bay, Ontario	Travel Required:	No (Minimal at most)
Benefits/ Pension	No	NOC Code	1411/1241
Probation Period	12 Months	Responsible To	CEO
Remuneration / Salary Range:	Per-hour pay beginning at \$20.00	Position Type:	Part-Time, Permanent (20hrs/week)
External posting:	N/A		

Job Description

OVERVIEW

To perform a variety of administrative duties in support of the day-to-day operations of the Airport Management Council of Ontario, as well as solely conduct financial administration of the association, as outlined by policies and procedures set out by the CEO and Treasurer, all to ensure the efficient day-to-day operation of the office, and support the work of management and other staff.

ROLE AND RESPONSIBILITIES

Administrative Assistants perform a wide range of duties including some or all of the following:

Assist with financial management

- Use computer software (Quickbooks/Sage) to prepare all invoices and financial statements
- Code and file all financial material according to established records management procedures
- Process all accounts payable ensuring timeliness and accuracy of information
- Process all accounts receivable ensuring timeliness, accuracy of codes and appropriate backup
- Prepare accurate bank reconciliations and deposits
- Administer all payroll to staff, and issue payments for all expense vouchers
- Prepare and distribute all financial reports as required, to staff and Board of Directors at times
- Month end duties as required
- Prepare and submit all necessary documentation for annual audits
- Prepare and submit all necessary documentation to Canada Revenue Agency, including payroll deductions, tax remittances, etc.

Office administration

- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Sort incoming mail for distribution
- Prepare and send outgoing mail, and courier parcels (including the creation and distribution of Member Certificates)
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Code and file material according to the established procedures

- Update and ensure the accuracy of the organization's database and website
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Coordinate the maintenance of office equipment
- Provide editorial support as necessary (including but not necessarily limited to bimonthly Ezine and outgoing letters)
- Maintain social media accounts as required

Provide Board support

- With the CEO, prepare meeting agendas and supporting material for distribution
- Support the Board with meeting arrangements
- Take minutes during meetings, and draft/prepare minutes of Board for review and approval by the CEO
- Create action list for management staff from board meetings

QUALIFICATIONS

Education

- Post-secondary education in office management or bookkeeping is an asset

Professional designation

- None

KNOWLEDGE, SKILLS AND ABILITIES

Proficiency in the use of computer programs for:

- Bookkeeping (essential to the position)
- Word processing
- Databases
- Spreadsheets
- E-mail/Internet
- Online meeting program software (Zoom etc.)
- Social Media

Other Proficiencies

- French (considered an asset)
- Excellent editing abilities
- Eye for Detail

Personal characteristics

Administrative Assistants should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Experience

- Previous experience an asset

WORKING CONDITIONS

- This position is located at the AMCO Office at the North Bay Jack Garland Airport.
- This position is 20 hours per week. 4 hours per day is requested with a mutually agreed upon schedule between the office hours 8 am- 4 pm.
- Some concrete hours may be required such as attendance at monthly board meetings

Reviewed By:	AMCO Board of Directors	Date:	Nov. 9, 2021
Approved By:	Chris Wood, President	Date:	Nov. 9, 2021
Last Updated By:	Laura McNeice, CEO	Date/Time:	Nov. 10, 2021