

Job Description

Job Title:	Office Assistant – Accounting & Reception
Department:	Food Services
Reports To:	Financial Coordinator
Jobs Reporting:	None
Salary Grade:	USG 4
Effective Date:	April 1, 2018

Primary Purpose

Data entry and processing of supplier invoices and deposit information. To be the first point of contact for visitors and respond to inquiries to the Food Service administrative office and triage appropriately. Provide general administrative support to the department.

Key Accountabilities

Data Entry & Running Reports (70%)

- Review and enter bank deposit information into data management software for the Food Services outlets. This includes data entry for all tender types by register (approx. 40) on a daily basis.
- Follow-up as necessary on outstanding information and revenue corrections.
- Run cash over/short reports and perform initial investigation (review data entry for accuracy and completeness). Assist with investigating discrepancies.
- Data entry of supplier invoices into data management software and assist with auto imports of accounts payable invoices.
- Assist with inventory data management and data entry related to inventory counts.
- Other data entry as required.

Reception and General Administrative Support (30%)

- Receive, sort, and distribute incoming daily mail for the department.
- Be the first point of contact for in-person visitors to the administrative office, monitor and respond to department email and answer the main telephone line. Provide general information and redirect as necessary to appropriate subject matter expert.
- Sort and file accounts payable invoices.
- Key point of contact for office supply requests.

Other

- Other projects and duties relating to food service administration as required.
- Identify and assist in implementing opportunities to improve processes.

Required Qualifications

Education

- Completion of a post-secondary program or combination of education and experience. A business or accounting related post-secondary program is preferred.

Experience

- Minimum 2 years' experience in an administrative role.
- Previous experience with data entry and cash handling would be an asset.

Knowledge/Skills/Abilities

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- Must possess knowledge of general accounting practices.
- Must be detail orientated and have accurate keying skills in a busy office environment with frequent interruptions and distractions.
- Possess excellent customer service skills with a high degree of professionalism and courtesy.
- Demonstrated ability to take initiative and work independently and in a team setting.
- Excellent communication (written and verbal), organizational and interpersonal skills are required.
- Must be proficient with Windows, Microsoft Excel, Word, Internet and Email.

Nature and Scope

- **Contacts:** Communicates with all levels of department staff and external customers, suppliers, and vendors by responding to questions and inquiries. Providing general information typically found on publicly accessible resources (i.e. websites).
- **Level of Responsibility:** The position has no direct supervision of others.
- **Decision-Making Authority:** Expected to work independently and prioritize workload in order to meet deadlines. Seek out assistance when direction is required and when solving complex problems.
- **Physical and Sensory Demands:** Minimal physical demands typical of an office environment. Keen attention to detail is required to ensure accurate results. Required to be able to stay on task while dealing with interruptions and distractions.
- **Working Environment:** Minimal exposure to disagreeable working conditions typical of working in an office environment. There may be periods of irregular and/or high volumes of workload.