



Finance and Administrative Assistant

Auxiliary Position (as and when required)

Tasks and Responsibilities

- Support the office team on a wide range of finance and administrative functions
- Prepare and organize correspondence,
- Perform data entry and word processing functions, and create various documents using Microsoft Office applications, including WORD and EXCEL,
- Provide customer service assistance by performing phone and front counter reception duties, responding to public and/or internal inquiries and performing cashier duties (e.g. accurately process payments and perform basic mathematical calculations)
- Accurately process, prepare documents and input data for accounts payable and accounts receivable
- Post documents to the Village website and social media
- Assist with small or large scale archival / filing projects by following a prescribed set of rules to store or destroy files; use technology to file documents
- Plan, organize, coordinate and manage daily assigned work
- Arrange meetings, prepare agendas, take minutes

Qualifications

- proficient in Microsoft WORD, EXCEL and Outlook
- clear written and verbal communication skills
- experience in point of sale and cash handling
- basic accounting knowledge and experience
- excellent interpersonal and communication skills
- ability to work well independently and with others
- ability to understand and carry out job related instructions

Please submit a resume and a cover letter clearly showing how you meet the qualifications.

Deadline: October 20th, 2017

Email: Reception@villageoftahsis.com

Contact: Village Office (250)934-6344