

JOB DESCRIPTION

POSITION TITLE: CLERICAL ASSISTANT

REPORTS TO: OFFICE MANAGER

DEPARTMENT: OFFICE MANAGEMENT

HOURS OF WORK: FLEXIBLE HOURS / SUNDAY TO SATURDAY

ISSUE DATE: JANUARY 13, 2013

JOB PURPOSE / OBJECTIVES

Perform general administrative tasks to improve and streamline the operations of the office and of the business as a whole with particular emphasis on the financial reporting components. Assist other team members in accomplishing their tasks or projects in a timely manner as required using quality standards to meet management expectations. Support management using all of your existing skills and abilities as required. Learn new processes and develop additional skills as required. Assist in presentations.

Key Responsibilities Listed in Order of Importance

Activity 1: Basic Reporting

- Disposition and Reconcile Credit Card Statements
- Assist with Reconciling and Bookkeeping
- Work with Excel Spreadsheets
- Manage Receipts and Expense Reports and Other Reports as Required

Activity 2: Assist in Improving the Bookkeeping and Reporting Processes

- Assist in organizing, tracking and reporting financial transactions for two separate companies and personal accounts for the CEO, his partner and their joint financials

Activity 3: Other Basic Financial Tasks as Required

- Write and Track Cheques
- Organize bills as they come in, ensure they are paid on time and assist with their processing
- Assist with Purchasing

Education and Experience

Incumbent must have a grade twelve diploma or G.E.D. equivalent. Additional related training through a career collage would be preferred. Prior office experience is an asset. Experience using Microsoft Office, Windows and email are required. Experience with other applications and resources such as printers, scanners, web browsers would be preferred.

PHYSICAL CAPABILITIES

Extended sitting and computer use with some light lifting. Independent mobility is an asset. The ability to ascend and descent a flight of stairs is a requirement.

OTHER DETAILS

Until the business moves into a commercial office space, some of the work for this position may be done at home. Access to a vehicle and a valid driver's license is an asset. You will need to be able to work independently.

Accurate and Timely Reports, Time Sheets and Record Keeping are a must. Attention to detail is a must. Accurate spelling, grammar and punctuation are expected in written communication.

This position may lead to a paid part time, full time or salaried position depending on performance, ability, qualifications, work ethic, business performance and interest on the part of the applicant.

Note: This position is available for volunteers, interns and independent out-sourced contractors who are willing to be compensated with deferred payments. Participants will be entered in our exclusive Loyalty Rewards Program.

This is a general job description of the main functions of the position and is not intended to cover all of the detail of the work requirements.