

Wood Buffalo Regional Library

ADMINISTRATIVE ASSOCIATE
REPORTS TO: LIBRARY DIRECTOR



POSITION TYPE AND HOURS

The Wood Buffalo Regional Library is seeking an Administrative Associate to join the Administration team. This is a temporary full time 1-year maternity leave coverage position working 35 hours per week. This position is within the CUPE 2157-01 Bargaining Unit.

ROLE FOCUS

Provide administrative support to the Wood Buffalo Regional Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure compliance with all Library policies and procedures
- Assist with accounts receivable, including but not limited to receiving daily cash, preparing cash spreadsheet, completing weekly bank deposits and maintaining float(s).
- Assist with accounts payable; including but not limited to receiving and reviewing invoices, preparing invoices ensuring they are accurate and posted into Sage/Simply Accounting, ensuring appropriate approvals for settlements, processing payments, updating vendor master lists, and following up with vendors to correct errors
- Oversee Library inventory system and reconciles inventory system with Sage 50 monthly and yearly
- In the absence of the bookkeeper, complete payroll functions as required; including but not limited to reviewing departmental timesheets with managers against SAP and reviewing payroll registrar
- Receive and process all leave requests ensuring that information is reflected accurately in spreadsheets
- Maintain and update administration spreadsheets as needed; including but not limited to employee numbers, employee contact and emergency contact, employee attendance and employee lockers
- Complete maintenance and repair requests as requested
- Order office supplies, and maintain inventory levels
- Maintain Library vehicle bookings and ensure drivers abstracts are completed for designated drivers
- Maintain and update key and scan card inventory; requesting new or replacements as needed
- Assist with preparation of monthly Board packages
- Maintain Library Board records in accordance with the Library's records retention schedules
- Provide assistance to Library Director and Management Team; including but not limited to composing and preparing correspondence, and organizing employee events
- Provide monthly budgets reports to Management Team monthly or as requested

EXPERIENCE AND KNOWLEDGE

- 1 year administrative experience
- Proficient with Accounting Software (Sage Simply Accounting)
- Proficient with Microsoft Excel
- Knowledge of FOIP and the ability to interpret FOIP

EDUCATION AND TRAINING

- Post- Secondary Diploma in Office Administration or Business Administration, or equivalent experience

COMPETENCIES

CORE

Communication
Customer Service
Organizational Awareness
Integrity
Confidentiality

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DEPARTMENT

Adaptable
Organizational Skills
Interpersonal Skills
Builds Collaborative Relationships

POSITION

Sense of Urgency
Continuous Learning
Attention to detail

TECHNICAL

Leveraging Technology
Strategic Analysis
Proficient with MS Office

PHYSICAL, SAFETY AND OTHER REQUIREMENTS

- Standard First Aid Safety Certification
- Sit at desk for extended periods of time
- Significant use of monitor, keyboard and mouse;
- Carrying/lifting/pushing up to 35lbs
- Required to provide a Vulnerable Sector Criminal Record Check conducted by the RCMP
- Required to submit a current and clean drivers' abstract

SCHEDULE

- Able to work during office hours: Monday to Friday between 8:00 am and 5:00 pm
 - Occasional evening and weekend work required

HOURLY RATE

\$30.37 per hour

In addition to the rate of pay, we offer other attractive incentives:

- Extensive benefits plan;
- Additional bi-weekly payment of \$480.00 which represents a cost of living allowance

CLOSING DATE

April 21, 2019

POSTING TYPE

Internal & External (Posted April 8, 2019)

If you would like to apply for this position please forward your résumé, cover letter and three (3) references to the below contact. No phone calls, please. Please use "Administrative Associate - 10" in the subject line.

Send application to workwithus@wbri.ca

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.

In the event that there are no qualified applicants, the Wood Buffalo Regional Library may, at its discretion, waive all or part of the education or experience requirements.



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