

Administrative Assistant

JOB DESCRIPTION

Fall River Logging Ltd.

POSITION TITLE:	Administrative Assistant Payroll & AP Clerk	LOCATION: Courtenay, BC
DEPARTMENT:	Finance & Administration	JOB GRADE:
REPORTS TO:	Divisional Controller	REV. #
INCUMBENT:		REV. DATE: April 2021

POSITION SUMMARY

This position will be working out the office in Courtenay, BC with the position reporting to the Divisional Controller. This position is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments, invoices and expenditures and entering payroll information. Providing these services in an effective and efficient manner will ensure that the finances are accurate and up to date, that staff are paid in a timely and accurate manner, and that vendors and suppliers are paid within established time limits.

REPORTING RELATIONSHIPS

- Divisional Controller

DUTIES & RESPONSIBILITIES

Payroll

- Complete payroll functions in order to ensure employees are paid in an accurate and timely manner.
 - Responsible for employee signup (onboarding) and health and safety training.
 - Ensure that all new employees have been entered in system prior to processing payroll.
 - Ensure that all timecards are onsite in a timely manner.
 - Ensure all timecards are coded correctly – if there are issues advice supervisor and ensure that you received any additional information quickly.
 - Enter all timecards in a timely manner.

Accounts Payable

- Perform the day to day processing of accounts payable transactions to ensure that the finances are maintained in an effective, up to date and accurate manner.

- Receive and verify invoices and requisitions for goods and services – date stamping all invoices received.
- Give invoices to appropriate supervisors for coding and ensure that they are returned promptly.
- Attach all purchase orders to back of invoices, ensuring invoices match to the purchase orders in quality, description, and value.
- Prepare invoices for data entry.
- Set up new vendors as required.
- Enter invoices for payment.
- Determine which cheques are required to be processed immediately.
- Process and print cheques and/or direct deposit paperwork – ensuring that backup is attached to each.
- Get signatures on cheques and EFT's.
- Copy all backup that is required to be sent out with cheques.
- Prepare cheques for mailing and mail same.
- File all paperwork once fully processed.
- Ensure all Invoices are in the system by the 8th business day of each month.

GL & Reconciliations

- Reconcile all bank accounts monthly – by the 5th of each following month and give copies (including backup) to the Divisional Controller.
- Assist with month end/year end processing.
- Perform other related duties as required.

Administrative Support

- Provide administrative support in order to ensure effective and efficient office operations.
 - Order all office supplies and ensure there is always a realistic inventory on hand.
 - Answering all incoming calls, taking messages when required and forwarding same in a timely manner.
 - Maintain a filing system for all vendors and employees.
 - Ensure the confidentiality and security of all financial and employee files.
 - Perform other related duties as required.

EXPERIENCE AND QUALIFICATIONS

- The incumbent must have proficient knowledge in the following areas:
 - Knowledge of Accounts Payable.
 - Knowledge of payroll functions, procedures and rules.
 - Working knowledge of basic accounting principals.

- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Ability to maintain confidentiality concerning financial and employee files.
- Valid BC driver's license

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge

- Advance level with computers and software; MS Office – Word; Excel; Outlook

Skills

- Excellent organizational and attention to detail
- Efficient time management
- Strong work ethic and positive team attitude
- The incumbent must maintain strict confidentiality in performing the duties of this position. The incumbent must also demonstrate the following personal attributes.
 - Be honest and trustworthy
 - Be respectful
 - Be flexible
 - Demonstrate sound work ethics

Abilities

- Ability to work under pressure with tight deadlines, and attention to detail
- Ability to respond appropriately in pressure situations with a calm and steady demeanour
- To demonstrate problem solving capacity
- Work with minimum supervision
- Work as a team player
- Able to be flexible in work demands
- Work in a fast pace environment
- To lift up to 25 lbs. on a daily bases
- Adhere to KDL GROUP Safety Program

WORKING CONDITIONS

- Fast-paced, office environment