

Job Description/Specification

Identification:	J0465	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Administrative Assistant	FORMER TITLE/DEPARTMENT: Admin. Assistant (4)
DIVISION/DEPARTMENT:	FAS/Treasurer's Office	PAY GRADE: 4
SUPERVISOR'S TITLE:	Treasurer/Chief Financial Officer	DATE APPROVED: Feb. 22, 2018

Function and purpose (a)

To provide administrative, research, and secretarial assistance to the Treasurer/Chief Financial Officer; to prepare and research various reports, documents, materials, and surveys for the Treasurer/Chief Financial Officer and the Finance Committee; to summarize and co-ordinate the flow of information and reports for the division; to provide liaison with other departments and divisions in the Federation; to co-ordinate the acquisition of travel services.

Principal duties and responsibilities (a)

1. Provides administrative support for the Treasurer/Chief Financial Officer and Finance Committee by preparing, researching, and summarizing reports and surveys. Assists the Treasurer/Chief Financial Officer in the preparation of various documents and reports for the submission to various BCTF committees; assists the Treasurer/Chief Financial Officer including compiling data and information for salary budgets and program statements. Assists the Treasurer/Chief Financial Officer in the preparation of Power Point presentations, of printed material, statements, charts, and overviews for use in training sessions and at Federation meetings (AGM, RAs).
2. Plans, co-ordinates and makes arrangements for the Finance Committee and other committees and task forces by telephone, email, and correspondence for workshops, committee meetings; makes arrangements for meeting facilities; arranges travel accommodations, leaves of absence; prepares, types, assembles, and mails materials and kits, arranges for catered lunches and in-house coffee service; prepares minutes.
3. Responsible for the co-ordination of all hotel, car rental, and travel agency bookings for the BCTF. This includes obtaining and monitoring all hotel rates, following up with problems and incorrect billings, and maintaining an awareness of lowest rates. Maintains a database of hotel

information and prepares annual listing of approved hotels. Gathers data and prepares reports on comparative expense reimbursement rates, car operating costs, etc. for the annual review of BCTF reimbursement rates and policies.

4. Relieves the Treasurer/Chief Financial Officer of administrative duties and ensures efficient operation of the divisional office; assists in the planning and scheduling of work; answers enquiries or relays messages from staff; and prepares related memoranda and correspondence for the Treasurer/Chief Financial Officer.
5. Provides confidential secretarial and administrative assistance to the Treasurer/Chief Financial Officer; takes and/or transcribes from notes or rough drafts, a wide variety of memoranda, minutes, financial statements, correspondence, reports and statements; proofreads, edits, and prepares material for reproduction and final distribution; screens incoming mail for the Treasurer/Chief Financial Officer's attention and forwards mail to local offices. Prepares letters, memos, and emails to staff and outside contacts, as instructed.
6. Undertakes special assignments, researches and prepares reports for the Treasurer/Chief Financial Officer and the Finance Committee such as president's and vice-presidents' housing requirement summary, insurance reports and summaries, expense allowance survey report, various staff surveys and summary of comparative membership fees.
7. Responsible for documentation, reports, and claims processing for all BCTF insurance policies; maintains an up-to-date knowledge of policy coverages and claims procedures; liaises with program co-ordinators, PSA officers, etc. to ensure coverage is appropriate; advises the Treasurer/Chief Financial Officer of renewal requirements; answers enquiries from Federation officials, staff of locals, and provincial specialist associations officers regarding coverage and claims; consults insurance brokers; compiles annual reports to insurance companies; prepares correspondence containing insurance information. Researches and completes detailed insurance application forms for Federation policies. Records annual car rental information for insurance policy renewal.
8. Maintains a central tracking sheet of partners/businesses who have donated prizes or other contributions toward BCTF events. Liaises with event co-ordinators to ensure donations are sought on a rotational basis.
9. Responsible for co-ordinating BCTF president's and vice-presidents' housing and accommodation allowance payments and for researching housing and moving alternatives, processing security deposits, preparation of leasing documents, and providing information and support for service contracts and insurance.
10. Establishes and maintains a filing system for the Treasurer/Chief Financial Officer; develops retention schedules and reviews all files periodically; maintains a file inventory and a cross-reference index.

11. Assists the controller and senior accountant in the preparation of reports, memos, surveys, etc., such as the preparation of material for the Finance Committee or Executive Committee, and other projects, as time permits. May assist in the work of the Purchasing and Inventory Control Clerk during scheduled absences or heavy workloads.
12. Assists the co-ordinator of Budgets and Grants in the preparation of budget material, letters, etc.
13. Updates and maintains budget amendment database and emailing to the Executive Committee, and printing on a monthly basis. Formats and forwards budget amendments to Executive Committee recording secretary for inclusion in the minutes.
14. Assists the Facilities Services Assistant with preparation of building budgets and other documents as requested.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Four years of accumulated secretarial experience. Demonstrated knowledge, ability, and skill relative to Federation policies, procedures, and systems, composition of correspondence, administrative reports, tables, summaries, charts and financial and insurance terminology and procedures. Excellent communications and interpersonal skills, mathematical skills, and ability to establish clerical and administrative systems and procedures. Ability to work independently, set priorities, and manage fluctuating work volumes is extremely important. Ability to represent the BCTF in negotiations with suppliers of travel services. Ability to operate microcomputer using word processing, presentation, database, electronic mail and calendaring, and spreadsheet software.

Education and training (c)

Completion of secondary school (Grade 12) including or supplemented by commercial courses plus up to one year of training in office/secretarial methods and procedures augmented by business or administrative management courses.

Licences and certificates (c)

None.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are a major consideration in the job and require a high degree of tact and diplomacy in acting as a conduit of vital and sensitive information and/or instructions between senior officials and departmental supervisors where poor handling could have a marked effect on inter-departmental and inter-divisional relations.

Contacts and relationships with persons external to the Federation building are also a major consideration in the job requiring a high degree of tact, diplomacy and communication skills.

Machines, equipment and work aids used

Computer, telephone, calculator photocopier, printer, fax machine, *Members' Guide to the BCTF*, BCTF policy and procedure manuals.

Positions supervised (e)

None.

Physical and/or mental effort (f)

Stress and mental fatigue is induced by the requirement to frequently meet deadlines within heavy volumes of work to ensure administrative support for the treasurer and the controller is conducted in an accurate and timely fashion.

Working conditions (g)

No excessively disagreeable or undesirable elements are present with the work.

Date

Incumbent

Supervisor

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