



POSITION DESCRIPTION

1. IDENTIFICATION

Position Title: Administrative Assistant	Date Prepared: July 2024
Department: Social and Cultural Development	Salary Range:
Location: Cambridge Bay	Employees Name:

2. PURPOSE OF THE POSITION

The Incumbent is responsible for providing financial aspects of a contribution agreement including accounting processing, and reporting services to ensure effective, efficient, and accurate financial administration to meet management and funder requirements to support the department of Social Cultural Development (SCD) overall operations. The Administrative Assistant is also responsible for providing travel administration for (SCD) staff and regional community members.

3. NATURE AND SCOPE

Reporting to the Director of Social & Cultural Development (SCD), the **Administrative Assistant** is responsible for providing financial and travel administration and services for the branch of KIA SCD and its regional staff. This includes processing and monitoring payments and expenditures, preparing financial statements, monitoring time sheets and other reports. Providing these services in an effective and efficient manner will ensure that SCD finances are accurate and up to date, that revenues are collected in a timely manner, and that vendors and community members are paid within established time limits. The Administrative Assistant will also ensure consistent travel planning, including scheduling flights, and ground transportation, booking accommodation and handling and other trip-related claims.

4. DUTIES AND RESPONSIBILITIES

To achieve its General Accountability, this position:

SCD Administrative Assistant

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

- Maintain purchase order files.
- Receive and verify invoices and requisitions for goods and services.
- Verify that expenditure transactions comply with financial policies and procedures.
- Prepare batches of invoices for data entry for payment
- Manage daily and timesheets and prepare vendor cheques for mailing.
- Maintain listing of accounts payable
- Reconcile supplier statements.
- Reconcile sub ledgers to control accounts
- Maintain updated vendor files and files numbers.

B. Perform the day-to-day processing of accounts receivable transactions for assigned SCD divisions to ensure complete and accurate records of all federal funding.

- Ensure the safeguarding of all KIA /Federal/ NTI funds.
- Maintain manual and electronic invoice files.
- Handling and assisting with document distribution and other administrative projects and responsibilities
- Returning phone calls and emails on behalf of the SCD division
- Arranging and attending meetings as required by Director of SCD
- Preparing and submitting purchase orders and expense reports
- Managing manufacturer representative application forms and project registrations
- Helping KIA staff with internal and external research project
- Manage semi-monthly and monthly invoice and statement.
- Verify that revenue transactions comply with KIA financial policies and procedures.
- Prepare batches of receipts for data entry
- Reconcile control accounts.
- Maintain updated revenue and receivable agreement files and files numbers.

C. Assist with the administration and monitoring the financial system to ensure that SCD finances, computerized and manual systems are maintained in an accurate and timely manner with emphasis on assigned divisions.

- Preparation and maintenance of Contribution Agreement budgets

- Document systems and implement financial policies and procedures.
- Prepare and reconcile bank statements.
- Reconcile Visa transactions for signature.
- Ensure transactions are properly recorded and entered the computerized accounting system.
- Prepare monthly snapshot financial statements and report on funding.
- Assist Community Program Administrators with preparation of funder reports.
- Assist with the annual audit.

D. Administration and monitoring of all travel arrangements to ensure that SCD staff travel is completed in a timely manner.

- Organize flight and ground transportation.
- Booking accommodations
- Process travel claims.
- Process lodging (Billets) and training reimbursement.
- Organize all travel arrangements.
- Maintain itinerary management.
- Managing any other trip- related tasks
- Prepare travel quotes for programming
- Researching travel options, presenting itineraries to Director, and booking itineraries with travel agency contact

E. Perform other related duties as required by the Director Social & Cultural Development

- Participating and contributing to KIA's strategic and annual business planning exercise
- Actively participating in staff meetings, training events, planning and working groups and other KIA initiatives
- Coordinating the preparation of KIA responses to queries regarding departmental activities
- Representing KIA at federal, territorial, regional or community meetings and events when assigned
- Assisting the SCD Director with special event organization
- Undertaking other work assigned by the SCD Director, including acting as SCD Director when required
- Sitting on Boards, Committees, working groups when assigned
- Advising and providing direction in specialty areas when required

5. KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent must have proficient knowledge in the following areas:

- Financial management
- Human resources management

- Accounting/bookkeeping
- Records management
- Computer operations: with software applications appropriate to a finance-related and program management position
- Ability to interpret legislation, regulations, policies and procedures governing accounting/financial
- Knowledge of Inuit Qaujimajatuqangit;
 - Creates a welcoming and positive environment for others.
 - Fosters good spirit by being open, welcoming, and inclusive of new individuals.
 - Places the needs of the group or community above his or her own interest.
 - Promotes global connections between people through sharing in just and equitable ways.
 - Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
 - Uses information and knowledge to improve society and the well-being of people around him or her.
 - Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
 - Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
 - Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut
- Knowledge of Inuit Language Current affairs and revitalization.
- Good Team Player, self-motivated and directed.
- Ability to work independently and as part of a team
- Ability to complete a high volume of work within deadlines
- Excellent organizational and time management skills
- Excellent interpersonal, oral, and written communication skills. Inuinnaqtun or Inuktitut are considered an asset.
- Good problem-solving skills
- Experience writing and delivering communications to other departments
- Ability to work with little supervision and the ability to take initiative
- Strong attention to detail
- Computer skills in word processing, database, spreadsheet software, and presentation software, as well as Internet and electronic communications.
- Ability to manage time and set priorities.
- Organizational skills
- Ability to manage mentally stressful working conditions and subject matters.
 - The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.
 - Ability to practice good debriefing, communication and self-care when dealing with challenging subject matter

- Ability to work in a cross-cultural environment.
- Ability to prioritize work and delegate tasks to achieve operational and strategic objectives

Knowledge, skills and abilities for this position are usually obtained through completion of a certificate or diploma in bookkeeping/accounting or management studies with a minimum of five years of directly related experience. Educational background and/or work experience in the disciplines of public administration or management will also be considered advantageous for person filling this position.

6. Working Conditions

Physical Conditions

Physical requirements include periods of sitting at a desk or in meetings for frequent periods of long duration. The incumbent must travel in and outside the Kitikmeot region by air. Given flight schedules and frequently inclement arctic weather, work trips can sometimes be of durations of more than one week. Some overtime is sometimes required as part of the position.

Environmental Conditions

The position is principally based in a in a climate-controlled office environment. However, due to KIA's location in Cambridge Bay, Nunavut, the incumbent will be exposed to extreme weather conditions when travelling to and from the workplace. Environmental conditions also include travel throughout Nunavut and Canada for frequent periods with exposure to inclement weather and disruptions caused by travel requirements.

Sensory Demands

Sensory demands are minimal.

Mental Demands

Mental demands are for frequent periods of short duration and include public speaking, managing tight deadlines and competing pressures, coping with difficult subject matter, dealing with unpleasant public or client contacts, and/or handling disruptions to personal life due to work, or travel. Providing expert advice and making presentations to the SCD Director, KIA Executive Director, KIA Board and funding agencies may be demanding

7. CERTIFICATION

Position Title: Administrative Assistant (Social & Cultural Development)

_____ Employee Signature	_____ Supervisor Signature
_____ Printed Name	_____ Supervisor Title
_____ Date	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Executive Director Signature	_____ Date
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.