

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (FINANCIAL PLANNING, ADMINISTRATION & POLICY DIVISION – LOCATION – VARIOUS)

FINANCIAL ASSISTANT III/RECEPTIONIST – CUPE 5167

SUMMARY OF DUTIES

Reports to the Business Administrator. Performs a variety of accounting, support and administrative functions.

GENERAL DUTIES

Word processes correspondence, memos, forms and envelopes.

Receives packages from inter-office mail and external courier providers.

Distributes packages and mail to other staff members.

Performs filing of invoices, reports, etc.

Performs data entry functions. Tracks and/or documents data entry problems.

Documents data, retrieves data and generates computer reports as required.

Distributes accounts payable invoices through AP Web Centre.

Adjusts accounts payable invoices to generate purchase order details in preparation for approval.

Support operating group or program staff when creating purchase order requisitions and ensuring compliance with the procurement policy.

Support other finance team members when assistance is required.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous clerical experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Experience in fundamental business math skills and working knowledge of basic accounting concepts normally acquired through a combination of education and/or related work experience.
3. Experience in a computerized environment. Proficient working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint) and other software such as PeopleSoft and AP Web Centre.
4. Excellent communication skills.
5. Must be well organized, professional, possess initiative, good judgement and ability to work independently.

6. Demonstrated ability to communicate effectively and courteously with internal operating staff and finance team members.
7. Demonstrated ability to accurately and quickly convert information from written, typed or printed documents into database applications.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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