

CITY OF HAMILTON

PUBLIC HEALTH SERVICES **(VARIOUS DIVISIONS – LOCATION – TBA)**

BUSINESS SUPPORT SECRETARY – PH – CUPE 5167

SUMMARY OF DUTIES

Reporting to a Supervisor, this position provides business assistance to management and staff in public health. This position performs a variety of duties including: maintaining confidential master attendance calendar and reporting approved attendance adhering to tight deadlines, preparing bank deposits and issuing receipts, preparing cheque requisitions, request for invoice, purchase order requisitions, processing procurement card purchases, replenishing and balancing petty cash reimbursements, entering data (e.g. orders, attendance, etc.), producing and updating documents and forms. It may also include inventory management and other administrative duties as assigned.

GENERAL DUTIES

Processes invoices, conferences and travel forms, education and training paperwork (LEAF), cheque requisitions, request for invoices, petty cash reimbursements, bank deposits, purchase order requisitions, Ministry billings, and procurement card purchases. Maintains and reports attendance for programs. Tracks payments, orders, and inventory management of safe contents. Data entry and filing.

Financial Management

Prepares cheque and payment requisitions, request for invoices, purchase order requisitions, education and training paperwork, requests for invoices, procurement card account distributions, petty cash reimbursements, bank deposits for approval and processing.

Reviews invoices for accuracy, assists Program Manager with reconciling transaction discrepancies with Finance and Administration staff.

Orders clinic and program supplies. Inventory management of safe contents.

Assists with answering manager and staff questions about attendance, invoices, petty cash reimbursement, purchases, and payments. Responds to queries and follows up on concerns.

Processes payment for staff training and attendance at workshops and conferences as requested.

Maintains, replenishes and balances petty cash.

Monitors PHS Absence Inbox, processes attendance, and maintains attendance records. Assists Program manager with reconciling financial transactions and prepares requests for journal entries with manager approval. Conducts queries in PeopleSoft to confirm invoice payments.

Prepares requests for invoices, prepares bank deposits and issues receipts. Assists Supervisor with audit of safe contents.

Complies with all City purchasing and cash handling policies, procedures and limits.

Maintains strong professional working relationships with vendors and suppliers such as clinic supply companies.

OTHER DUTIES

Types and word processes correspondence, agendas, minutes and reports of a general, confidential and technical nature as required.

Composes routine correspondence.

Creates and edits various confidential correspondence, forms, documents, reports and lists using Word and Excel.

Provides coverage for Reception..

Performs other duties as assigned which are directly related to the responsibilities of this position.

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

QUALIFICATIONS

1. Demonstrated experience as an administrative secretary, normally acquired through a combination of relevant work experience and secretarial and administrative courses.
2. Experience in a computerized environment. Experience in a computerized environment. Excellent computer skills with above average knowledge of Microsoft Office Outlook, Word, and Excel. Ability to become proficient in other PHS and Corporate software applications.
3. Demonstrated ability to interact professionally with internal customers and related external agencies.
4. Demonstrated experience and familiarity with City of Hamilton financial processes and procedures preferred.
5. Must be proficient in Business English.
6. Must possess good time management skills and organization skills with a strong attention to detail.
7. Must possess initiative, good judgment and the ability to work as part of a team.
8. Must understand and follow all relevant privacy legislation (MFIPPA, PHIPA)

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure.