

**POSITION PROFILE**

<b>POSITION TITLE:</b>	<b>Receptionist/Accounting Clerk</b>
<b>REPORTS TO:</b>	<b>Chief Officer of Finance and HR</b>
<b>CLASSIFICATION:</b>	<b>Administration 1.0 FTE Job Share</b>
<b>PROBATION:</b>	<b>90 Days</b>
<b>BENEFITS:</b>	<b>Applicable after probation successfully completed</b>
<b>WRITTEN: (date)</b>	<b>February 22, 2018</b>

**POSITION SUMMARY – This is a job share position between two persons. The current strategy is for the first person to work Monday, Tuesday and Wednesday in week one and the other person to work Thursday and Friday. In week two the Wednesday would now be part of person 2’s schedule. The successful candidate will, in a professional manner, assist with any and all duties as noted in this position profile or any other duties as assigned.**

<b>Key Objectives:</b>	<ul style="list-style-type: none"> <li>• Understands that we have a privilege of working here and how it impacts all of our residents on campus and the team member works in this manner.</li> <li>• Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system.</li> </ul>
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<b>Qualifications:</b>	<p><b>Knowledge, Skills &amp; Certifications</b></p> <ul style="list-style-type: none"> <li>• Proven work experience as a Receptionist, Front Office Representative or similar role</li> <li>• Proficiency in Microsoft Office Suite. Comfortable using Outlook.</li> <li>• Hands-on experience with office equipment (e.g. fax machines and printers).</li> <li>• Professional attitude and appearance. Customer service attitude.</li> <li>• Solid written and clear verbal communication skills. Strong proof-reading skills.</li> <li>• Ability to be resourceful and proactive when issues arise.</li> <li>• Excellent organizational skills. Initiative to organize projects.</li> <li>• Multitasking and time-management skills, with the ability to prioritize tasks</li> <li>• High school degree; additional certification in Office Management is an asset.</li> </ul>
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<p><b>Duties</b></p>	<p><b>Receptionist (.3 EFT)</b></p> <ol style="list-style-type: none"> <li>1. Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.</li> <li>2. Directs visitors by maintaining employee and department directories; giving proper directions and instructions.</li> <li>3. Maintains security by following procedures.</li> <li>4. Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.</li> <li>5. Maintains safe and clean reception area by complying with procedures, rules, and regulations.</li> <li>6. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.</li> <li>7. Contributes to team effort by accomplishing related results as needed.</li> <li>8. Accept and redirect deliveries as per policy or procedure.</li> <li>9. Process and post outgoing mail.</li> <li>10. Process and distribute incoming mail.</li> <li>11. Deliver or pick up Campus internal mail.</li> <li>12. Guest suite and Life Lease common room reservations and follow-up with arrival and accounting.</li> <li>13. Other duties as required.</li> </ol> <p><b>Secretarial (.3 EFT)</b></p> <ol style="list-style-type: none"> <li>1. Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.</li> <li>2. Prepare and disseminate correspondence, memos and forms as required.</li> <li>3. File and update contact information of employees, customers, suppliers and external partners.</li> <li>4. Support and facilitate the completion of regular reports.</li> <li>5. Develop and/or maintain a filing system.</li> <li>6. Check frequently the levels of office supplies and place appropriate orders. Track order status as required. Manage office supply use.</li> <li>7. Prepare internal information posters to inform the residents of activities in the Atrium or Ballrooms.</li> <li>8. Assist the Executive Team as necessary with events or internal activities.</li> <li>9. Other duties as required.</li> </ol> <p><b>Accounting (.4 EFT)</b></p> <p>These duties will be assigned to only one of the person's filling this position. However both parties need to be familiar with accounting so the other person can act as a back-up if required.</p> <ol style="list-style-type: none"> <li>1. Assist with Bank Reconciliation.</li> <li>2. Accounts Receivable and Accounts Payable entries.</li> </ol>
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	<ol style="list-style-type: none"> <li>3. Filing accounting back up documents.</li> <li>4. Reconcile Electronic Payment Reports.</li> <li>5. Payroll Hours entry</li> <li>6. Inventory data and costing entry.</li> <li>7. Reconcile and invoice out Inter-company accounts.</li> <li>8. Back up for CAFT transactions.</li> <li>9. Other duties as required.</li> </ol>
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<p><b>General Requirements:</b></p>	<ol style="list-style-type: none"> <li>1. To act in accordance with Niverville Heritage Centre Values, Policies and Procedures at all times.</li> <li>2. To attend meetings and training and development as required.</li> <li>3. To maintain confidentiality at all times.</li> <li>4. To carry out any reasonable and additional duties as requested.</li> <li>5. To attend occasional evening meetings with committees as required. To be aware of all WHMIS guidelines.</li> <li>6. To be aware of and comply with safe working practices as laid down by the Health and Safety Act of Manitoba.</li> </ol>
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This Position Profile has been approved by:

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Signature

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Position

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Date