



EASTERN IRRIGATION DISTRICT ADMINISTRATIVE ASSISTANT

The Eastern Irrigation District (EID), Brooks, Alberta, seeks a full-time permanent Administrative Assistant.

The Administrative Assistant is one of the 'first points of contact' at the EID and assists customers and visitors, handles telephone calls and inquiries, and maintains incoming and outgoing correspondence. This position also provides timely and accurate processing and payment of accounts payable and assists both the Financial Services Supervisor and the Lands Supervisor with various administrative tasks as required.

Reporting to the Financial Services Supervisor, this position works closely with the Accounting Administrator, Accounts Receivable Administrator, Payroll & Benefits Specialist, Records Management Administrator, Lands Supervisor and Executive Assistant to provide administrative support, as required.

Key Responsibilities:

- Receive incoming invoices, match invoices with purchase orders, and distribute invoices to appropriate staff members for review, coding, and staff-level approval.
- Review invoices to ensure correctness related to equipment rates, arithmetic, and other details; review invoice coding and staff-level approvals to ensure approvals process is correct and complete; forward staff-approved invoices to the Financial Services Supervisor for review and final approval; research and resolve questions or concerns that arise during the review and approval process.
- Enter approved invoices and organize payments in a timely manner so that accounts are paid on time, all eligible discounts are taken, and late payment penalties are avoided; generate cheques, arrange for signing, match signed cheques with supplier invoices, and prepare cheques for mailing, pick-up, etc.; prepare Electronic Funds Transfer (EFT) files, arrange for approval, and send remittance advice as appropriate.
- Maintain accounts payable filing systems; set up and maintain computerized vendor master files and utilize software features to detect duplicate invoices, monitor due dates and streamline workflow.
- Reconcile supplier statements and resolve any issues that arise.
- Balance each accounts payable batch and post each batch to the General Ledger; reconcile and balance accounts payable sub ledger to the General Ledger at each month end.
- Reconcile utility spreadsheet for internal purposes.
- Complete EFT requests for vendors to be reviewed and approved by the Financial Services Supervisor.
- Answer the telephone in an efficient, polite, and timely manner; answer questions or inquiries and direct calls to appropriate department/staff member.
- Greet and engage customers and visitors promptly, professionally, and enthusiastically.
- Deal with walk-in customers; process payments; prepare outgoing mail; deal with incoming mail and deliver to appropriate staff member/department; deal with incoming or outgoing courier packages; run office errands; assist with completion of forms, applications and other documents and basic information; inform EIDNet customers of services and pricing; and coordinate with area schools regarding Bassano Dam tours.
- Working with the Accounts Receivable Administrator, process accounts receivable receipts, including oil and gas receipts and miscellaneous payments from departments, and enter A/R data in STORM software for processing.
- Accurately enters cash receipts into computerized accounting system, balances cash receipt batches.

- Input daily haul cards for gravel inventories; calculate and input gravel transfers; open and post batches accordingly and meet monthly balancing requirements.
- With respect to equipment (e.g., pick-up trucks, high hoes, etc.), handle the administrative aspects including spec sheets, tenders, advertisements, and correspondence as it relates to the selling and purchasing of this equipment
- Manage petty cash fund ensuring payouts, balances, and replenishment.
- Set-up, coordinate food and beverage requirements, and clean up after meetings and special events
- Ensure adequate inventories of supplies (e.g., postage, brochures, office supplies, coffee orders, bottled water, paper, and miscellaneous office products (e.g., hand soap), and yearly agenda orders for EID) are on hand for different business areas, purchases supplies in accordance with approved procedures.
- Act as liaison between the main office and the Rolling Hills campground office with respect to inquiries, reservation requests, occupancy levels, etc
- Ensure that confidential information is safeguarded, and that access is restricted to only those staff members who require access to properly fulfill their duties.
- Participate in the preparation of annual and longer-range budgets for area of responsibility.
- Train and coach staff members who back up this position
- Accurately record fuel purchases (dollars and litres) for internal purposes
- Stock and distribute fuel cards. Update tracking spreadsheet.
- Prepare for the Accounting Supervisor's review, credit applications for new vendors.
- Assist Lands Supervisor with various clerical tasks as required.
- Assist Accounting Supervisor with month-end, year-end and special projects as required.
- Assist with elections, campground draws and other special events
- Supply personal vehicle to run daily errands to be reimbursed by the District at a reasonable rate
- Implement work plans to achieve approved goals and objectives.
- Maintain up-to-date procedure manual for assigned responsibilities.
- Relate to and communicate with co-workers, supervisors, management, EID Board, customers, and the general public, sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and issues promptly and professionally.
- Ensure compliance with OH&S including attendance at safety meetings, being properly trained and ensuring work is completed in a safe manner
- Perform tasks, consistent with the position, including special projects, as may be required on an ad hoc basis.

Job Qualifications:

- Three to five years of broadly-based accounting related experience
- Post-secondary accounting diploma (2-year program) or certificate, preferred
- Strong analytical, reconciliation, research, and problem-solving skills
- Technical proficiency in the use and operation of computerized accounting systems
- Well-developed word processing (Word) and excellent spreadsheet (Excel) skills
- Ability to enter and analyze large volumes of data accurately
- Ability and willingness to work independently as well as productively and cooperatively in a team environment
- Strong organizational skills with the ability to manage multiple tasks, produce accurate results and meet deadlines
- Ability to operate a broad range of office equipment including: computer, printers, photocopier, scanner, facsimile, credit/debit machine, multi-line telephone system, postage machine, cameras, laminator, shredder, etc.

- Effective interpersonal communication skills
- Strong telephone/reception skills
- In possession of a valid Alberta Class 5 license
- Attention to detail
- Clean criminal records report
- Bondable
- Attention to detail

The EID offers a competitive salary, a comprehensive benefits package including a defined benefit pension plan, along with learning and development opportunities. Interested applicants are invited to submit a resume and cover letter to humanresources@eid.ca. A complete job description is available on the Company's website at eid.ca.

We thank all applicants for your interest in the EID; however, only those selected for an interview will be contacted. This competition will remain open until a suitable candidate has been found.

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