



**TOWN OF INUVIK**  
*Northwest Territories*

## **Job Description**

# **Administrative Assistant**

## **IDENTIFICATION**

**Job Title:** Administrative Assistant

**Supervisor's Position:** Director of Corporate Services

**Job Status:** Casual

## **OVERVIEW**

The Administrative Assistant provides a wide range of clerical, administrative, and financial support services to ensure the effective and efficient operation of the Finance and Administration Department. This role combines traditional administrative support with responsibilities in finance, records management, and customer service.

## **RESPONSIBILITIES**

### **Finance Support**

- Assist with accounts payable and receivable, including invoice processing, coding, deposits, and reconciliations.
- Provide utilities billing support, including processing payments, updating accounts, and assisting customers with billing inquiries.
- Prepare purchase orders, reimbursements, and maintain accurate supporting documentation.
- Support month-end and year-end processes as directed.

### **Customer Service & Front desk Reception**

- Serve as the first point of contact at Town Hall
- Greet residents, vendors, and visitors, and respond to inquiries in person, by phone, or by email.
- Process payments (cash, debit, cheque) for utilities, taxes, licenses, and other receivables; issue receipts and balance daily cash.
- Direct calls and visitors to appropriate staff or departments.
- Provide clear, professional, and courteous customer service to the public.

### **Administrative & Coverage Support**

- Provide coverage for colleagues during absences, including AP, AR/Utilities, the Lands department and the Lotteries, Front Desk reception.
- Maintain accurate and organized filing systems (paper and electronic).
- Perform other clerical and administrative duties as assigned by the Director or designate.

### **Other Duties:**

- Performing additional tasks directly related to the major functions of the job, as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Basic knowledge of accounts payable, receivable, utilities billing, and related municipal processes.
- Strong customer service and communication skills, with the ability to remain professional and courteous at all times.
- Cash handling and reconciliation skills with high accuracy.
- Proficiency in MS Office (Word, Excel, Outlook) and ability to learn municipal financial software.
- Strong organizational and multitasking abilities with attention to detail.
- Flexibility to adapt and provide coverage across multiple administrative functions.
- Ability to maintain confidentiality and discretion in handling financial or sensitive information.

## **WORKING CONDITIONS**

- Standard office environment with daily public interaction.
- Frequent use of computers, financial systems, telephones, and payment processing tools.
- Occasional overtime during peak financial periods (e.g., year-end, tax season).
- Confidentiality is required when handling financial and administrative information.

I certify that I have read and understand the responsibilities assigned to this position.

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Employee's Printed Name

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Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.