

Position Title:	Receptionist/Administration Assistant
Reports To:	Finance Administrator
Position Summary/Scope of Service:	
<ul style="list-style-type: none"> To provide receptionist/secretarial services to the Chancery office and the Finance section of the Chancery 	
Qualifications:	
Educational:	
<ul style="list-style-type: none"> Completion of secondary education. Certificate in Administrative Assistance will be an asset. 	
Skills:	
<ul style="list-style-type: none"> Proficiency in Computer software (Microsoft Outlook, Word, Excel, Access, Publisher). Bilingual in French and English languages is an asset Must possess excellent communications skills, both written and oral Knowledge in bookkeeping 	
Personal:	
<ul style="list-style-type: none"> Attitude of service and hospitality. Honest and trustworthy. Pleasant disposition. Enjoys meeting the public. 	
Authority:	
<ul style="list-style-type: none"> Not applicable 	
Duties and Responsibilities:	
<u>Receptionist</u>	
<ul style="list-style-type: none"> ➤ General reception duties including answer all telephone calls, record message or redirect as needed, greet visitors. ➤ Sort and distribute incoming mail, prepare outgoing mail and deliver to Post Office. ➤ Respond to general inquiries regarding established procedures and policies. 	

Secretarial

- Sort and file documents according to established filing systems, locate and retrieve documents from files as requested.
- All photocopier requests from supervisor.
- Maintain inventory of the office supplies and order supplies as needed.
- Report any failures in office equipment and request services of technician as required.
- Type memos, letters and general correspondence as requested by supervisor.
- Prepare and administer all general annual correspondence to parishes (insurance, parish information, etc.)

Accounting/bookkeeping

- Maintain parish and archdiocesan financial registers by entering data (Donations, Parish Friendly, Simply Accounting).
- Maintain Petty Cash fund, including register, balance and replenishment.
- Assist with preparation of payments and deposits.
- Visit the bank as required.

Other

- Perform other related duties and tasks as assigned by the Finance Administrator or by the Financial Assistant.