



Career @ LU

Laurentian University is committed to equity in employment and encourages applications from all qualified applicants including women, aboriginal peoples, members of visible minorities, and persons with disabilities.

Group : LUAPSA

Required : Administrative Assistant
Financial Services

Responsibilities : **Reporting to the Executive Director, Financial Services, and serving as a confidential administrative assistant, the incumbent is responsible for:**

1. training faculty and staff on DATATEL and WEBADVISOR systems; Scotiabank Card Coordinator for all corporate credit card holders (purchase and travel cards) which includes ordering cards, decreasing and increasing limits up to \$2,000 as well as cancelling cards if not used properly;
2. approving tuition fee exemption for all staff and faculty;
3. approving all computer purchases under the Laurentian University Faculty Association's Computer Allocation Program;
4. the application of Summer Employment Program for several departments (Finance – Payroll – Accounts receivable);
5. preparing any documentation needed for the Finance Committee Meetings;
6. completing T-2200 form for Canada Revenue Agency;
7. contacting and setting-up vendors on the new eCommerce Direct Deposit Program which includes entering banking information;
8. preparing and sending monthly invoices to different companies and keeping track of payments;
9. finding the documentation in relation to the Freedom of Information and Protection of Privacy Act (FIPPA);
10. preparing and sending all broadcast emails for several departments; Webmaster for the Financial Services and Payroll & Benefits Center;
11. opening and closing budgets for all faculty members under the direction of several managers;
12. assisting the Manager of Research and Payables with all the Research budget reports;
13. compiling several reports for the Executive Director;
14. providing secretarial support for the Executive Director as well as the Director of Accounting and Budgets, Manager of Research and Payables, Manager of Payroll and Benefits, Research Accountant and Accounts Payable;
15. performing other duties as assigned.

Qualifications :

- minimum of Grade 12 plus two years of post-secondary study in a related field;
- minimum of five years of administrative experience in a finance or similar setting with accounting and/or bookkeeping experience preferred;
- knowledge of the University structure and the functions of executive offices and administrative and academic units;
- outstanding typing, editing and proof-reading skills;
- excellent competency with office software and their application;
- exceptional communication, interpersonal and organizational skills;
- ability to manage changing deadlines and tight timelines with accuracy and finesse;
- capability to prioritize and maintain confidentiality;
- ability to work fluently, orally and in writing, in both official languages, English and French.

Salary :

Competition closes : September 18, 2013 - 16:30 PM

Last Edited : September 11, 2013 - 11:22 AM

Applications will only be accepted through the following e-mail address: hrd@laurentian.ca