

## Job Description

### Project Support Assistant

This position reports to the Office & Project Support Manager and is primarily responsible for preparing and obtaining completeness of front-end paperwork from field personnel for invoice preparation. This position is located in La Ronge, SK.

#### Responsibilities & Nature of Work:

- Reviews incoming paperwork from the field crews and follows up promptly to ensure completeness of records according to standards for the preparation of accurate customer invoicing. Exercises sound judgment and discretion when following up with matters in question for invoice compilation.
- Compiles invoicing documentation, prepares invoice package for approval and submits invoicing.
- Assists in the creation and processing of invoices using SAGE 300, preparing for higher approval.
- Supports the finance and administration team on a variety of clerical assignments.
- Assists the Project Administration Manager with duties as needed
- Support the administration team on a periodic basis for vacation relief, as directed by the Controller.
- Uses computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Analyzes and prepares reports for senior management as requested.
- Perform other related duties as required.

#### Competencies:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- **Detailed Orientated:** Must be able to take incoming information and carefully enter the number and data correctly into appropriate fields.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization. Must be able to talk to crew members to obtain missing/needed invoicing information, while demonstrating respect for others.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Ability to work independently with minimal supervision; set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities, attention to detail is important.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather, process and analyze relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Requirements:**

- Minimum 2-3 years of experience in a bookkeeping or accounting role with a high volume of financial data entry;
- Minimum completion of a Highschool diploma or equivalent;
- Prior experience with data entry in a computerized software system is preferred;
- Prior experience in complex invoicing is preferred;
- Current valid SK driver's license with the ability to work from the La Ronge office for Saskatoon position to perform administrative relief, for vacation periods, as needed (meals & accommodation allowance provided);
- Demonstrates a high attention to detail and ability to analyze and interpret data;
- Works well as part of a team, as well, as an independent contributor.
- Demonstrates reliability, dependability and flexibility.