JOB DESCRIPTION

| **TITLE** | ADMINISTRATOR  |
| --- | --- |
| **Reports To**  | [Insert Title] |

**Job Purpose**

The **Administrator** oversees the day-to-day operation of the <Organization Name>, according to the mission statement and policies approved by the Board of Directors. This role is responsible for maintaining the corporation’s physical and financial operations up to standard. The Administrator is the on-site representative of the Board of Directors.

The Administrator has strong interpersonal skills, the ability to keep meticulous records, and the ability to collaborate with other departments and outside service providers. An exceptional Administrator is highly organized and detail oriented.

**Duties and Responsibilities**

Overall Responsibilities:

Staffing

* Ensuring all departments are adequately staffed with appropriate personnel within the limits of the annual budget.
* Coordinate schedules and the management of calendars for multiple parties to ensure that activities are properly scheduled and that there are no conflicts.
* Ensure that information about the municipality, its employees, and the public are kept up-to-date.
* Preparing job descriptions for supervisors and support staff.
* Providing full payroll services, implementing benefits and deductions according to labour standards, and approval of the Board.
* Providing guidelines and training for staff as necessary.
* Keeping employee records and benefit files up to date.

Financial

* Collecting and depositing income as directed by the Board.
* Ensuring all invoices or billings are correct and authorized, and arranging payment of all accounts properly incurred by, or on behalf of the Corporation.
* Securing prior approval for expenditures not outlined in the approved budget, or exceeding the established authorized limit.
* Maintaining complete and accurate records of all financial transactions.
* Assisting the financial advisor in projecting an effective operating budget to be presented to the Board for approval, for the Corporation’s fiscal year of [X-X] of the following year.
* Ensuring that all licenses, permits, insurances and taxes are paid as required.

Building

* Ensuring that the building maintenance is carried out efficiently and ongoing.
* Attending and reporting to Board meetings.
* Recording and preparing minutes of all meetings, distributing minutes to the Board.
* Assisting in organizing events on behalf of the Board.
* Perform additional administrative duties, as required.

**Qualifications**

* Bachelor's degree in business, banking, finance, or a related discipline is required.
* Previous work experience in a related field.
* Comprehensive knowledge of relevant regulations.
* Proven skills in budget management
* Excellent computer abilities, including database creation and maintenance, Microsoft Office (Excel, Word, etc.), and Microsoft Office Access.

**Core Competencies**

* Excellent leadership skills
* Superb verbal and written communication abilities
* Detail-oriented with a great understanding of data analysis
* Ability to work independently and as part of a team
* Exceptionally well-organized and capable of prioritizing
* Problem-solving abilities
* Patience and understanding
* Empathy
* Ability to adapt well to various situations and scenarios

**Working Conditions**

* Standard schedule: [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]/flexible hour
* May require hours outside of the typical work day
* Some travel may be required
* Prolonged periods of working primarily sitting in front of a computer