



ASSOCIATION OF EMPLOYEES SUPPORTING EDUCATION SERVICES

103-900 Harrow Street East • Winnipeg, MB R3M 3Y7
Phone: (204) 949-5200 • Fax: (204) 949-5215 • Email: aeses@aeses.ca • Website: www.aeses.ca

Proud Member of the Confederation of Canadian Unions

POSITION VACANCY

Applications are invited for the full-time position of **Administrative Assistant** for the Association of Employees Supporting Education Services (AESES), bargaining agent for more than 3,000 employees of the University of Manitoba, The University of Winnipeg, and St. Andrew's College.

Letters of applications, accompanied by a current resume, may be submitted to the AESES Business Office; c/o Lisa McKendry; 103-900 Harrow Street East; Winnipeg, MB; R3M 3Y7 by **Friday, July 13, 2018**. Applications may also be submitted by fax (204-949-5215) or email (lmckendry@aeses.ca).

Position:	Administrative Assistant 1
Salary (Annual):	\$47,083.40 - \$60,897.20
Proposed Start Date:	August 20, 2018
Hours of Work:	8:30 a.m. – 4:30 p.m., Monday to Friday
Probation/Trial Period:	420 hours worked
Location:	AESES Business Office, 103-900 Harrow Street East

RESPONSIBILITIES:

Records Management – Maintains and updates the records of the all bargaining units (UM, UW, and SAC) requiring an advanced knowledge of Microsoft Word and Access, including:

- Responsible for updating, maintaining, design, and troubleshooting Association database.
- Creates and designs searches and reports as required.
- Processes the Universities' computer data disks, entering new, returning, terminated employees and preparing new employee letters.
- Trace discrepancies with the Universities and ensure correction of errors.
- Notifies Board Representatives of new employees in their district.
- Processes UM and UW "Position Results", updating Association records.
- Responsible for computer entries of member information.
- Maintain and update the records of present committee members on Committee File.
- Under the direction of the Executive Director and/or Labour Relations Officer, performs research projects required for bargaining by collecting and collating data from the Association database.

Financial Management – Responsible for the accurate financial records for the Association, and for implementing accounting transactions and records, specifically:

- Prepares monthly and quarterly financial reports.
- Processes accounts payables and receivables.
- Processes general ledger entries, journal entries, etc.
- Processes staff payroll and remuneration payments; prepares T4 slips.
- Monitors budget lines, advising the Executive Director and Treasurer of potential problems.
- Prepares for the annual audit, including all year-end materials and summaries.
- Works with the Executive Director and Treasurer to prepare the annual budget.

Association Activities:

- Responsible for processing nominations for all Elections including notifying elected members.
- Ensures Board Rep binders are prepared for each newly elected Board Representative.
- Responsible for organizing materials to be presented to the Board for consideration of Honourary Life Memberships and/or Dedicated Service Awards.
- Responsible for ensuring appropriate offices are informed of changes to Association officials.
- Responsible for ensuring copies of ratified Collective Agreements are filed with the Manitoba Labour Board.

Administrative Duties:

- Responsible for initial training of clerical staff and assists in resolving problems.
- Liaise with companies regarding arrangements/repairs/orders when required.
- Helps maintain computer operations and software applications - troubleshooting basic software and hardware problems.
- Obtains quotes and makes recommendations regarding major purchases or contracts.
- Answers general inquiries from suppliers, public, and University departments relating to Association practices and procedures.

Other Related Duties:

- Assists in the absence of the Office Assistant.
- Performs other related duties as assigned.

QUALIFICATIONS:

Formal Education and Designations:

- University degree in a related field.
- Formal training in accounting preferred through either a college certificate program or a minimum of second level in a recognized accounting program.

Experience:

- 2 years of directly related administrative experience.
- An acceptable equivalent combination of education and experience may be considered.

Skills, Knowledge, Abilities:

- Demonstrated competence with spreadsheets, and computerized financial systems required.
- Advanced knowledge of Access, Excel, Word, and WordPerfect required.
- Must possess tact and diplomacy.
- High level of communication and listening skills required.
- Ability to make sound independent decisions and judgments.
- Ability to work well in a demanding environment.