

**JOB DESCRIPTION**  
**MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH**  
**WASTE MANAGEMENT FACILITY**

**TITLE:** Waste Management Facility Data Processor/Administrative Assistant

**STATUS:** Casual

**HOURS:** Normally 8:00 a.m. to 12:00 Noon Saturdays  
As Required

**DESCRIPTION WORK:**

The Data Processor/Administrative Assistant is responsible for the efficient and safe operation and recording of all weigh scales data. The work includes the weighing of all materials being delivered and departing from the Waste Management Facility and dealing with individuals arriving or departing from the Site to handle waste materials. The Data Processor/Administrative Assistant is also responsible for the general accounting functions of the facility which includes payables, receivables, and some payroll functions; administrative support and receptionist duties. The position reports directly to the Director of Waste Management.

**MAINTAINS LIAISON WITH:**

- Director of Waste Management
- Site Supervisor
- Director of Finance/Treasurer
- Waste Facility Customers
- Waste Facility Staff
- Refuse Collectors and Contractors
- Provincial Government Officials
- Consultants
- Other individuals and organizations as may be required

**QUALIFICATIONS:**

- Minimum Grade 12 or equivalent
- Business Accounting Diploma, Office Administration Diploma or equivalent and/or a general minimum of two years experience with general accounting functions.
- Experience/knowledge of the Solid Waste Program
- Strong problem solving and decision making skills
- Strong written and oral communication skills
- Ability to use broad range of computer applications
- Ability to work effectively in a team environment

## **DUTIES AND RESPONSIBILITIES:**

### **Weigh Scale Function:**

- Operates weigh scale and records all information, including type of materials arriving and departing from Waste Management Facility which shall include daily, weekly, monthly and annual data sheets in order to maintain accurate data for the collection of solid waste materials;
- Directs trucks to appropriate locations for the disposal of waste or to the appropriate holding areas for the various banned items;
- Assist in scheduling for arrival and departure of materials;
- Operation of cash register and other point of sale equipment including deposits and reconciliation of deposit sheets to revenue summary sheets;
- Forwards all revenue and deposit sheets to Accounting Department.

### **Accounting Functions and Duties:**

#### **Payables:**

- Prepares purchase orders for approval;
- Match purchase orders to packing slips and invoices and codes for payment;
- Ensure all invoices contain correct and accurate data and items have been received;
- Assists Director/Supervisor in purchasing functions;
- Must be knowledgeable in the Municipality's Purchasing & Tendering Policies;

#### **Receivables:**

- Prepares and mails monthly invoices to all customers of the Waste Management Facility;
- Provides receivable listing on a monthly basis to the Accounting Department;
- Assists the Accounting Department in collection of overdue accounts and other areas as required from time to time;

**Payroll Duties:**

- Records and submits to the accounting department payroll hour records on a bi-weekly basis to prepare for payroll; forwards vacation, sick time, time-off-in-lieu records and any other information that may be required by either the Accounting or Human Resources Department;

**Administrative Functions and Duties:**

- Provide administrative support for Operations Manager and Director of Waste Management including research, report preparation, word processing, filing, scheduling appointments and other associated duties;
- Assists Director of Finance and Finance Department Staff in preparation of annual audit;
- Prepares and submits semi-annual and annual Solid Waste/Diversion reports to Department of Environment;
- Provide receptionist services including telephone inquiries (Hotline), customer instructions, contact information, etc.;

**General Duties:**

- Employee is a public servant and must use the utmost respect at all times when dealing with other staff, the general public and council;
- Performs other duties as may be assigned from time to time.