



POSITION DESCRIPTION

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| POSITION: | Finance Assistant |
| REPORTS TO: | Deputy Treasurer |
| DATE: | April 18, 2024 |

PART I - DESCRIPTION OF JOB REQUIREMENTS

General Office Responsibilities

- Greet customers at front reception counter and assist with inquiries or complaints
- Answer main line telephone and assist with inquiries or complaints
- Respond to in person, telephone and email inquiries for property taxation information
- Open, sort and distribute mail
- Coordinate courier pickup
- Maintain office equipment, including photocopier, postage machine and telephone system
- Organize and update communication board and pamphlets in front lobby
- Issue landfill cards and sell miscellaneous municipal merchandise
- Assist ratepayers with locating information in MPAC roll books and maps
- Provide photocopies/scan and faxes to the general public

Finance Responsibilities

- Process front counter cash receipts and online payments
- Execute Tax Certificate requests
- Administrate property tax address changes

- Assist Tax Collector with ratepayer inquiries and discrepancy resolution
- Participate in preparation of mailing property taxation bills and arrears notices
- Maintain and update the post-dated cheque list
- Issue customer invoices for all municipal departments
- Manage collections for outstanding accounts receivable
- Support for accounts payable including vendor invoice distribution
- Reconcile petty cash
- Collect data and reconcile tangible capital assets
- Participate in annual budget preparation and annual audit process
- Prepare monthly and quarterly financial reports
- Complete various annual statutory reporting activities

Other Responsibilities

- Setup and maintain property taxation roll files
- Complete background research for office equipment
- Other duties, as assigned

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills and Education

- The incumbent must be proficient in municipal finance related functions and procedures
- The incumbent must have a thorough knowledge of word-processing, database, spreadsheet and financial computer software applications including proficiency with internet and email.
- The incumbent must have a thorough knowledge and skill base in office functions

- The incumbent must be able to communicate effectively with members of the public in a responsible and professional manner
- The incumbent must be able to analyze and investigate problems and make recommendation for improvements
- The incumbent must be able to work independently and in a team environment and provide leadership to team members
- The incumbent must be an integrative thinker and negotiator
- The incumbent must be flexible, adaptable and responsive to change
- The incumbent must have excellent planning/time management and organizational skills and be able to maintain focus within a fast paced and sometimes disruptive work environment

Experience and Training

- Preferred candidate will have a minimum of two years experience in general accounting and finance functions
- College Diploma majoring in Business Administration
- Experience in a customer service environment

Working Conditions:

- Regular hours of work are 8:00 a.m. to 4:30 p.m. with a ½ hour unpaid lunch period
- Ability to work from home on occasion; and work evenings/weekends during peak workload periods, as required
- Lieu time will be provided at straight time provided that extra work requirements are pre-approved by the Deputy Treasurer