THE TOWNSHIP OF SOUTH ALGONQUIN	**TOWNSHIP OF SOUTH ALGONQUIN JOB DESCRIPTION**

Job Title: Admin Assistant/Accounting Clerk	***Department:*** Administration	***Division:*** Finance
Reports to: CAO/Clerk-Treasurer		May 2023

GENERAL DESCRIPTION (OVERVIEW) OF POSITION

Scope of position & Key Responsibilities

i. Accounts Receivable / Financial:

a. Prepare all invoices for all general municipal operations.
b. Monitor and reconcile accounts receivable, reporting to management on accounts and status of collections.
c. Prepares and sends out monthly notices to customers with outstanding receivable accounts.
d. Responsible for finance and accounting filing and records management related to the accounts receivable.
e. Assist Treasurer/Deputy Treasurer with reconciliation of accounts receivable and various general ledger accounts.
f. Input and balance journals entries.
g. Assist with annual and special audits by ensuring revenue billing and collection, and associated accounting information are available when needed.
h. Bi-weekly and monthly payroll
i. Receive payments for taxes, garbage, planning and misc.; issue receipts and complete necessary records.
j. Balance and process bank deposits of counter receipts.
k. Management of Omer's plan and correspondence to employees.
l. Management of Benefits plans and correspondence to employees.
m. Management of Hall Rentals and Dog Tags.
n. Ordering Administration Supplies.

ii. Reception/Administration:

a. Provide reception services for the municipality at the counter, by telephone, through email, and through the municipal website, Facebook.
b. Answer questions and provide information to taxpayers, customers and general public relating to taxation, accounts receivable, and other finance department or municipal services.
c. Responsible for coordinating meetings, preparation of agenda and acting as Secretary to the committee or council and aiding members as required.
d. Perform support and back up to other staff in departments as necessary.
e. Perform other duties as assigned.
f. Provide administrative support to the CBO and Roads Superintendent as necessary.

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QUALIFICATION:

1.	**Knowledge**
a)	**Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc)**
• Post-secondary education in accounting, business or a related field	
b)	**Formal Training (designation(s) or certification(s)) required:**
• None required	
c)	**Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.**
• Minimum six months of experience in an accounting or administrative role. • Skilled in current software programs including Advanced Microsoft Office and Windows. • Working knowledge of accounting procedures and processes and municipal operations especially as they relate to treasury services. • Municipal experience considered an asset.	
d)	**Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands**

Time Management is critical	Ability to work independently and as part of a team
Number skills are critical	High degree of Confidentiality
Computer knowledge/skills	Excellent communication skills
Proficiency and accuracy in Data entry	Ability to meet deadlines
Ability to work with constant interruptions and under pressure	Strong initiative and willingness to learn and take on new tasks and responsibilities
Good organizational skills	Ability to learn new tasks quickly

2.	**Decision Making – judgment, problem solving, creativity, initiative, and analysis. Describe the following:** • This position is not empowered to act without CAO or Department Heads approval with respect to major/complex issues. • Position requires a high degree of accuracy and precision. • Problem solving skills are required in this position.

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3.	**Communication – written, verbal and interpersonal.** Compassionate, concise, and accurate communication is required.
a)	**Internal contacts (council, managers, non management staff)** CAO/ Clerk-Treasurer, Deputy Treasurer, staff, Department Managers and Council.
b)	**External Contacts (general public, suppliers, government, professionals, boards, etc.)** Other levels of Government, Government entities, companies, property/business owners and the public.

Nature of the communication:

- Contacts are within the organization and with the public to exchange information;
- May answer routine, straightforward questions;
- Sometimes required to deal with unclear or imprecise requests for information;
- Occasionally required to provide information likely to be disliked by the recipient;
- Difficult situations are tactfully referred to others;
- Explanations of calculations, changes, and transactions;
- All employees are required to present a professional image and appropriately represent the Municipality.

WORKING RELATIONSHIPS

1.	**Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning**

- Performance of duties has an immediate effect on the provision of programs/services.
- Contact with the public in terms of inquiries.
- Work involves a high level of detail and accuracy.

2.	**Human Resources: personnel policies and procedures, supervision, health and safety, training** • Coordination of tasks with other employees. • Responsible as an employee for health and safety under the Occupational Health & Safety Act.
3.	**Material & information resources – equipment, property, data records and software, Confidentiality** • Responsible for highly confidential information. • Responsible for storage and maintenance of routine and non-confidential material or

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	information. • Uses small equipment safely.
4.	**Financial Resources – budgets, treasury, accounting and confidentiality** This position is involved in routine accounting of non-confidential and confidential financial data.

WORKING CONDITIONS

1.	**Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.**
	• Concentration required at times, some complexity to work, analysis and problem solving. • High level of confidentiality at all times.
2.	**Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.** • Minimal amount of physical fatigue. • Manual dexterity for using computer keyboard. • High volume of work at times.
3.	**Physical surroundings and hazards** • Works in an open-concept, standard office setting with a reasonable amount of predictability. • Minimal exposure to hazards. • Minimal risk of injury.
4.	**Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption** • This position has frequent interruptions and contact with the public. • This position has deadlines and time management/attention to detail is critical. • There is a moderate amount of flexibility required as new information/tasks can occur.

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JOB DESCRIPTION ACCEPTANCE

I, _____hereby recognize and accept

the preceding duties and responsibilities as the incumbent of this position.

_____ _____

Employee/Incumbent Date

_____ _____

CAO/Clerk Date