



7 Third Avenue, P.O. Box 217  
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Telephone # 613-334-5923

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*www.southalgonquin.ca*

## **EMPLOYMENT OPPORTUNITY FOR TWO (2) ADMINISTRATIVE ASSISTANT/ACCOUNTING CLERK POSITIONS**

Hours of Work: 35 hours a week (position one) 20-35 hours variable (position two)  
Rate of Pay: \$21.80 –\$24.58 (may be eligible for OMERS pension participation)

### **Scope of position & Key Responsibilities**

#### **Accounts Receivable / Financial:**

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

#### **Reception/Administration:**

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

**Qualifications:**

Post-Secondary education in accounting, business or related field is considered an asset.

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 is considered an asset.

Candidate must possess excellent time management skills and able to meet deadlines and learn new tasks quickly, excellent verbal and written communication skills, ability to work with constant interruptions and under pressure and organize tasks by priority, strong initiative and willingness to learn and take on new tasks and responsibilities and understand confidentiality.

A copy of the “Administrative Assistant/Accounting Clerk” job description is available online or at the Township Office located at 7 Third Avenue Whitney, Ontario.

A cover letter and detailed resumes can be submitted to the attention of Bryan Martin, CAO/Clerk Treasurer at the above address **by 3:00 p.m. Friday, June 2, 2023.**

*The Township of South Algonquin is an equal opportunity employer  
We thank all who apply but only those selected for an interview will be contacted.*