



Job Description

Position: Accounting Assistant	Date: September 11, 2024
Reports to: Treasurer	Department: Finance Department

Duties and Responsibilities:

1. Assists the Deputy Treasurer with preparing and mailing tax billings, maintaining the assessment roll and providing for the collection of taxes (current and arrears).
2. Responsible for processing address changes on tax properties, and provides tax summary information.
3. Answers enquiries and/or directs enquiries where necessary to appropriate personnel.
4. Provides bookkeeping services using accounting principles for fees and revenues paid, as well as processes reallocating journal entries.
5. Processes receipts, balances cash drawers, prepares bank deposits, and posts payments for taxes and miscellaneous revenues.
6. Processes cheques received through scanner, balances the deposits, and post payments in Great Plains.
7. Assists with preparing invoices and statements for Accounts Receivable.
8. Processes and distributes invoices to appropriate Department Managers for their approval through FileHold.
9. Posts Accounts Payable Invoices to accounting software and reconciles the batches.
10. Issues/Processes cheques and Electronic Funds Transfers, as well as maintains and updates vendor data base as required.

11. Secondary backup to Reception for all functions ensuring enhanced customer service.
12. Responsible for setting up and putting away of cash drawers daily.
13. Maintains files relating to duties and responsibilities according to Records Retention By-Law.
14. May be assigned a role in the IMS based Emergency Plan. This duty may be required outside of usual working/office hours.
15. Participates in all aspects of the Occupational Health and Safety Act, and awareness of municipal policies.
16. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
17. Any other duties as assigned through immediate supervisor.

Supervision: (not applicable)

Contacts:

Internal: With Council members and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With various Municipal/Provincial/Federal agencies, municipal auditors and solicitors, to provide and obtain information.

With the general public to provide information, ensuring polite and tactful relations.

Key Performance Competencies:

- Demonstrated ability to work in a fast paced environment, deal with distractions and interruptions due to telephone and counter service;
- Visual and mental concentration to multitask and in use of computing etc.;
- Demonstrated ability to manage and prioritize workload with seeking direction from the Treasurer when needed;
- Demonstrated attention to detail and quality when performing accounting duties.
- Demonstrated ability to clearly and concisely communicate with others and to project a professional and positive image;
- Demonstrated ability to work independently as well as in cooperation with others in a team environment;
- Demonstrated ability to deal with a variety of clients and stakeholders with

- diplomacy and tact; (communication skills);
- Demonstrated awareness of the importance of accessible, professional customer service in representing the Township; (organizational awareness).
- Demonstrated ability to prioritize work and meet deadlines;
- Demonstrated ability to manage stressful situations while maintaining a professional manner.

Working Conditions:

Exposure to a normal office environment. Visual and mental concentration required with respect to detail (figures) and visual display terminal. Some manual labour required in relation to the moving and arranging of file boxes. Occasional travel outside the office to attend meetings, seminars, and for routine office tasks may be required.

Job Knowledge:

Combination of post- secondary education in a related field and/or equivalent experience. Two years related municipal experience an asset.

Computer literacy utilizing accounting software, word processing, spreadsheet, email, internet and related software.

Excellent public relations, organizational and communication skills.

Demonstrated ability to work independently as well as to work cooperatively with others in a team environment.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date