

POSITION TITLE:

Financial Services Clerk (Temporary, 12-month position)

DEPARTMENT:

Finance Department.

TITLE OF IMMEDIATE SUPERVISOR:

Director of Finance.

STATUS/HOURS OF WORK:

This position is non-union, full-time. Work hours are based on a 35-hour work week; either the compressed 4-day work week or a 5-day work week. Office hours are Monday to Fridays from 8:00 a.m. to 5:00 p.m.

PURPOSE OF POSITION:

To provide operational support to the Director of Finance.

To provide a variety of receptionist, accounting and administrative support services for the efficient operation of the Township with an emphasis on customer service, reception, information/knowledge management, accounting and general administrative support.

RESPONSIBILITIES:

Responsibilities for this position include:

1. Complete Accounts Payable.
2. Administer the bi-weekly payroll and monthly equipment production.
3. Assists employees in completing benefit claim forms to receive entitled benefits.
4. Ensure all employee time is allocated correctly to Departmental projects.
5. Assist the Director of Finance to ensure that all eligible employees are enrolled in the municipal benefit plan, O.M.E.R.S etc.
6. Prepare the Bi-Weekly Payroll information for Revenue Canada, W.S.I.B., Treasurer of Ontario E.H.T., Sun Life, O.M.E.R.S. and others.
7. To maintain vacation, time-in-lieu and sick leave records for Township employees.
8. Complete New Employee onboarding, manage employee files and manage employee training requirements.
9. To assist in the maintenance of property data files and accounts payables vendor files. (Invoices, building permits, tile loan schedules, severances, tax certificates)
10. To process tax payments, drain payments and miscellaneous payments received.
11. To assist in responding to tax inquiries by phone and in person from property owners, lawyers and real estate agents. To act as a contact for tax inquiries in the absence of the Tax Collector.

12. Provide back up support to front counter and phones. Provides administrative and organizational assistance to office staff and outlying departments by typing various correspondence, conducting research, creating forms.
13. Deputy Division Registrar responsible for providing back up support for vital statistics
14. Report road closures to all emergency services.
15. Provide backup administrative assistance to the Chief Building Official.
16. Manage Zorra Now advertisers.

WORKING CONDITIONS:

Public office conditions with a high public profile - work is subject to unyielding deadlines. Priorities and workloads subject to change requiring staff flexibility and the acceptance of non-routine assignments.

Work is subject to potential hostility and stress when dealing with irate ratepayers.

Work is subject to peak periods and deadlines.

WORKING RELATIONSHIPS:

Work with Senior Administrative Staff: Provides administrative support services; may refer out of the ordinary problems.

Work with Other Staff: Cooperation and ensures that the “back-up” system for providing administrative public service is maintained at a high level; provides assistance and advice.

Work with Council: Cooperation and courtesy.

Work with the Public: provides information; answers enquiries regarding Corporate by-laws; issues licences, fines, fees and issues various permits; maintains a tactful relationship.

IMPACT OF ERROR:

Clerical errors would require additional time to trace and correct and can lead to false information provided at Council and could potentially affect decision making.

Mechanical errors, if undetected, could result in misleading public information with resulting embarrassment to senior officials and Council; errors would be corrected but would result in wasted time and effort.

Providing inaccurate information to the public (i.e. rate payers, media contact) could result in confusion and public annoyance and unfavourable public relations.

CONTROL:

Directly responsible for implementing policies and procedures related to administrative duties.

Policies and procedures in force - work is subject to general supervision; maintains a close working relationship with the senior administrative staff.

Deal efficiently with inquiries from other municipalities, government agencies and public with inquiries in a timely and courteous manner.

KNOWLEDGE – SKILL:

Thorough knowledge of Microsoft Word, Excel, Outlook and PowerPoint.

Solid knowledge of payroll administration.

Knowledge of various programs, policies and procedures at both the Township and the County e.g. staff positions, roles and responsibilities, application and processing requirements, local vs. County responsibilities, County and Township boundaries and road jurisdictions etc.

Excellent written and verbal communication skills and Interpersonal skills for dealing with the public, Councillors, and other members of the staff.

QUALIFICATION REQUIREMENTS:

Requires a community college diploma (2 year) in accounting, business administration or payroll.

Alternatively, a post-secondary diploma in business administration with a finance option.

Municipal experience is preferred, however not required.

If you require this document to be in an accessible format, please contact the Director of Corporate Services at kmartin@zorra.on.ca or 519-485-2490 ext. 228.