

TOWNSHIP OF MAPLETON

ADMINISTRATIVE ASSISTANT - FINANCE

FINANCE DEPARTMENT

1. JOB PURPOSE

The Administrative Assistant Finance position provides clerical support to the finance department. Clients are two-fold, public and department head (s). Services will be provided in an efficient, effective manner and customer friendly fashion.

2. SPECIFIC DUTIES

- a) Accounts Payable - Distribute invoices, prepare/check invoices for payment, respond to suppliers, keep up to date on statements or outstanding invoices, issue cheques, process EFTs/PAPs, process expense claims, balance month and year end A/P GLs, maintains an up to date binder of capital projects "invoices paid to date",
- b) Filing, maintaining and updating financial spreadsheets and performing other administrative duties
- c) Prepares Tax Certificates and reconciles payments for this service
- d) Assist the Tax Collector as required
- e) Is back up for reception/front desk in accepting payments for accounts receivable (taxation, licensing, utility billing etc.)
- f) Is back up for reception/front desk in assisting customers, citizens and stakeholders with their inquiries/needs
- g) Processes payments, taxation, general finance
- h) Works with all departments with procurement and insurance
- i) Assist Treasurer in preparation for the annual audit
- j) Assist in creating and identifying process improvements
- k) Assist Tax Collector in preparing and processing the tax bill run/mail out
- l) Prepares documentation for tenders from creation to awarding
- m) Prepares correspondence between customers, clients and other stakeholders
- n) Provides information and education to customers, citizens, and stakeholders on their tax bills, water/sewer bills, accounts receivables and other programs the municipality offers
- o) Performs maintenance and editing of the Township website, specifically the Finance pages
- p) Prepares the deposits to the bank
- q) Covers Reception (bank deposit/mail pick up) when required
- r) Assists on good management practices
- s) Follows record management and retention policies on TOMRMS and participates in record management meetings
- t) Troubleshoots/Supports and is an office resource for photocopiers
- u) Prepares agendas for monthly finance meetings
- v) Other duties as assigned.

3. WORK COMPLEXITY

Accountability – accountability to the Treasurer

Equipment Operation/Materials Handling/Safety Measures – general office equipment, works regularly with computers, photocopies, mail machines, etc...

Effort and Working Conditions – regular office hours, some stress in meeting demands of the public, dealing with difficult ratepayers and deadlines

Communication/Contacts – communication with department heads and departmental staff, frequent contact with the public

4. QUALIFICATIONS

College diploma in business administration, financial accounting, or equivalent. Good team player, good communication skills and experience in customer service. Strong Microsoft Office skills. AMCTO designation an asset.

5. WORKING RELATIONSHIPS

Reports to the Treasurer, receives guidance from other department heads and colleagues in the finance department.

6. HOURS OF WORK

35 hour work week.