

TOWNSHIP OF ELIZABETHTOWN-KITLEY

JOB DESCRIPTION

TITLE: Finance Assistant – Accounts Payable
REPORTS TO: Director of Finance/Deputy Treasurer
WAGE: Non-Union Pay Grade 4 (\$29.73 - \$33.46) 2024 Rates

POSITION OBJECTIVE AND SCOPE:

To assist in the finance department by performing day-to-day transactions to facilitate the financial operations of the Township and ensure up to date and accurate information for reporting. To provide efficient and professional customer service as part of the frontline service team.

RESPONSIBILITIES:

Assigned duties include, but are not limited to:

Reception/Cashier

- Answer calls and provide Courteous and Helpful Customer Service, for General Inquiries based on Township Policies and Procedures for ALL departments and forward calls when necessary.
- Open incoming mail and distribute accordingly and assist with mail out and courier services.
- Provide frontline reception and receive and process incoming payments and issue receipts for taxation and miscellaneous fees. (building permit, tipping fees, agreement deposits etc.)
- Enter and track dog licensing information in index.
- Cross training for occasional coverage in the Toledo Satellite Office.

Accounts Payable Clerk

- Maintain vendor information (changes and new set-up)
- Process Accounts Payable batches, entering invoices for payment, ensuring proper coding and signatures in a timely manner per the Township's policies.
- Mailing cheques and storing remittance slips and invoices.
- Applying the Records Retention By-law to all Township files. Digitize all documents and invoices into Munisoft or Filehold where possible.

Other Duties

- Track information for Energy reporting and submit to the Province
- Assisting with tax billing mail out

Perform work, and other duties as assigned in accordance with the provisions of Health and Safety legislation and corporate/departmental policies and procedures

SKILL REQUIREMENTS:

Education

- Diploma in accounting/finance or equivalent experience
- Preference will be given to applicants with AMCTO Municipal Administrative Program (MAP).

Job Related Experience

- 2 - 3 years' experience in office administration.
- Previous municipal experience would be considered an asset.

Additional Skills and Abilities:

- Ability to demonstrate initiative consistently with commitment to customer focus;
- Demonstrated customer service and interpersonal skills at a level to develop and maintain co-operative/collaborative working relationships both within and outside the organization;
- Commitment to quality and process improvement, with ability to work independently with minimum supervision;
- Demonstrated ability to contribute to and build upon a positive and healthy environment in a direct service delivery office setting;
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion;
- Demonstrated complex problem-solving skills and attention to detail and accuracy;
- Ability to professionally and respectfully manage stressful and antagonistic situations;
- Excellent time management skills with the ability to prioritize workloads and meet deadlines while achieving all administrative requirements;
- Demonstrated proficiency in Microsoft Office, and any other related software

Analytical and Problem-Solving Skills

- Solve problems by selecting from a range of available options.
- Works within accepted policies and procedures.

Communication Skills

- Convey and exchange information to people inside and outside the Corporation.
- Ability to deal diplomatically with inquiries/complaints from the public.
- Strong ability to communicate effectively both verbally and in writing

WORKING CONDITIONS

- Township Office (New Dublin) & Occasionally Satellite Office (Toledo), based on a thirty-five (35) hour work week (8:30am – 4:00pm)
- Overtime and travel as necessary
- Extended periods of computer time required

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.