



**The Township of Dorion invites applications for the position of
ADMINISTRATIVE/FINANCIAL ASSISTANT**

Permanent Part-time (24 hours/week)

Reporting to the Clerk-Treasurer, the Administrative/Financial Assistant is responsible for providing administrative and financial support for all departments.

Primary Responsibilities include, but are not limited to:

- Provide customer service by responding to all incoming phone calls as well as greeting and assisting all visitors.
- Provide administrative and financial services for all departments that support the Township's operation.
- Maintain and update township website.
- All health and safety tasks including, but not limited to, maintaining employee training records and coordinating ongoing training.
- Perform various payroll, accounts payable and receivable functions, including processing property tax billings, twice yearly and various property tax related functions.
- Order office supplies and oversee office equipment maintenance.

To meet the requirements of this position, the successful candidate will have the following:

- Post-secondary college diploma or degree in Office Administration or equivalent;
- Over three (3) year experience providing administrative/financial support preferably in the municipal sector;
- Computer proficiency in Microsoft Office software including Word, Excel, Outlook and PowerPoint;
- Detailed oriented, well organized and ability to multi-task to manage timelines and multiple projects;
- Works effectively with a team environment;
- Understands the importance of maintaining confidentiality and sensitive information;
- Proactive, takes ownership of responsibilities and shows initiative;
- Excellent customer service and communication skills both written and verbal

The applicant must provide a clean criminal record check. Salary consistent with experience. For a detailed job description please visit www.doriontownship.ca. Please submit cover letter & resume to mavis@doriontownship.ca - Attention: Mavis Harris, Clerk-Treasurer.

We thank all applicants for their interest, however, only candidates to be interviewed will be contacted. Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for candidate selection. The Township of Dorion is an Equal Opportunity Employer and accommodations are available for all parts of the recruitment process, upon request.

**TOWNSHIP OF DORION
POSITION DESCRIPTION**

1. Position Title

- Administrative/Financial Assistant

2. Reporting Relationship

- Reports to Clerk-Treasurer and Council

3. Purpose of Position

- To provide administrative and financial services for all departments that support the Township's operation.

4. Scope of Position

- To perform tasks in accordance with priorities and with administrative policy and procedural guidelines with direction from the Clerk-Treasurer.

5.1 Administrative Services

5.1.1 Provide customer service by responding to all incoming phone calls and emails, as well as greeting and assisting all visitors.

5.1.2 Computer proficiency in Microsoft Office software including Word, Excel, Outlook and PowerPoint.

5.1.3 Maintain and update website.

5.1.4 All health and safety tasks including, but not limited to, maintaining employee training records and coordinating on-going training. i.e. First Aid Training; WHMIS.

5.1.5 Opening and closing office as scheduled by Clerk-Treasurer.

5.1.6 Prepare and modify documents including minutes, correspondence, reports, drafts, memos, e-mails, tracking and retention of landfill data.

5.1.7 Accurately maintain electronic and hard copy filing systems.

5.1.8 Other administrative tasks as assigned by Clerk-Treasurer.

5.2 Financial Services and Taxation

- 5.2.1 General knowledge of automated accounting software and ability to learn municipal accounting software.
- 5.2.2 Receiving payments for various receivables and issuing receipts.
- 5.2.3 Daily reconciliation of cash receipts and preparation of bank deposits as required.
- 5.2.4 Completion of monthly road expenditure reports including preparation of supporting documentation and ledger entries.
- 5.2.5 Posting of receipts, disbursements and payroll entries in proper ledger accounts.
- 5.2.6 Balancing of general ledger accounts.
- 5.2.7 Preparation of cheques for approved disbursements.
- 5.2.8 General financial reporting and administrative duties as assigned for various municipal projects and functions.
- 5.2.9 Processing tax billings twice yearly.
- 5.2.10 Receiving tax payments and issue receipts. Payment procedure is subject to peak periods during interim and final billing cycles.
- 5.2.11 Preparing tax payment receipts upon request.
- 5.2.12 Preparing tax arrears (past due) notices.
- 5.2.13 Preparing month end property tax payment reconciliation and taxes receivable summary report.

6. Working Conditions

- 6.1 Hours as required, Monday, Tuesday, Thursday 9:00 a.m. – 5:00 p.m.
 - 6.1.1 On call as relief for Clerk-Treasurer.
 - 6.1.2 On call to provide assistance due to peak period work loads.
 - 6.1.3 Work subject to usual municipal public office conditions with frequent interruptions to provide information, assistance and advice to other staff, Council members and the public.
 - 6.1.4 Work is subject to peak periods and deadlines.

7. Working Relationships

7.1 With Clerk-Treasurer

Receives direction and guidance.

Receives support services.

7.2 With Council and Other Township Staff

Usual courtesy and co-operation.

Provides assistance and support services.

7.3 With the Public

Courtesy and co-operation.

Provides assistance and information.

8. Knowledge and Skill

8.1 Requires excellent written and verbal communication, ability to plan, prioritize and organize, problem assessment and solving skills, attention to detail and accuracy, flexibility, adaptability.

8.1.1 Requires ability to communicate and respond positively to people – patience, tact and discretion.

8.1.2 Understands the importance of maintaining confidentiality and sensitive information.

8.1.3 Requires training in municipal procedures and ongoing professional development.

9. Impact of Error

9.1 Financial accounting error in receipting of payments or in posting could be traced and corrected, but would result in duplicated effort and possibly public relation issues.

9.1.1 Administrative error could be resolved and corrected, but could result in duplicated effort and wasted time.

9.1.2 Failure to deal positively and effectively with the public could result in poor public relations.

10. **Control**

10.1 General supervision from the Clerk-Treasurer.

10.1.1 Generally accepted office practices and procedures.