



PERFORMANCE MANAGEMENT

Job Description	Job Title: <u>Finance/Receptionist Clerk</u>	Page # 1 of 4
Location: Township Office	Reports To:	Revision date: May 2021
Department: Administration	<u>Treasurer</u>	Salary: Group 2
Approval:	{ } Department Head	
	{ } Supervisor	
	{ } Employee{s}	
	{ } Staff Administration Committee	

Position Summary:

To provide effective and efficient administrative support to the Administrative Office. To provide various receptionist duties including typing, filing, answering telephone inquiries or transferring calls to appropriate staff.

Qualifications:

- Post Secondary Secretarial or Office Administration diploma with high efficiency in word processing, or equivalent receptionist experience.
- Previous experience at a senior secretarial level.
- Computer experience is essential.
- High level of initiative and ability to work independently with little or no supervision.
- Strong interpersonal skills combined with excellent oral and written communication skills.
- Approximately 1 year progressive office administration experience, ideally including reception

Position responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the policies of the Township of Greater Madawaska.
2. Provide administrative and clerical support to the Treasurer and others as directed by the Treasurer.

3. Program/Service

- Responds to public enquiries by telephone and over the counter and refers to appropriate personnel if necessary, in a courteous manner.
- Advises the public, upon request, of procedures in obtaining various permits from all departments.
- Type letters, agreements, documents, reports, forms, by-laws, motions, agendas and minutes as requested.
- Maintains office supplies and orders additional supplies when necessary.
- Responsible for picking up and delivery of mail to Canada Post.
- Sorts all incoming and outgoing mail and affixes correct postage.
- Issues landfill passes to ratepayers at the counter and welcome packages.
- Maintains all facility bookings and calendars of same. (Barnet Cottage, Council Chambers, etc.)
- Copy all Capital Invoices once the Manager of each department has signed off on them and ensure that all Capital Invoices are accounted for as per the general ledger.
- Acts as Cash Receipting Clerk as follows:
 - Enter receipts in the Receipting program
 - Total General, Tax and Accounts Receivable receipts
 - Prepare Bank Deposits
- Acts as Accounts Payable Clerk as follows:
 - Review vendor invoices/cheque requests and ensures they are approved and coded by department managers
 - Mail cheques by regular mail.
 - Reconcile monthly statements from Vendors and follow up on outstanding items.
 - Maintain filing system of Accounts Payable Vendors alphabetically by vendor.
 - Respond to inquiries from vendors and employees regarding the status of accounts payable.
 - Process Visa transactions monthly
- Fulfilling tax certificate requests.
- Process ownership changes and address changes bi-weekly
- Maintains the Township Website and Facebook page and other outlets as requested.
- Reconciles Transfer Station receipts and monies.
- Follows all guidelines for issuing lotteries as legislated under the Alcohol and Gaming Commission of Ontario and maintains the required documentation. Provides assistance to the organizations when issuing lottery licences.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Responsible for the proper working order of the Xerox.
- Responsible for opening and closing safe each day of work and storage of cash and cheques in safe at the end of the working day.
- Performs any other duties as assigned by the Treasurer from time to time.

- Various projects outside of normal day to day operations and will be requested to provide assistance to other Managers on various projects.

4. **Human Resources**

- The incumbent generally works independently and is not responsible for the supervision of staff.

5. **Financial Resources**

- Not responsible for the preparation of an operating budget or for the acquisition of funds.

6. **Material Resources**

- Responsible for proper usage of computer, electric calculator, copiers, postage machine and miscellaneous small office supplies.

7. **Physical Skill and Effort**

- Requires manual dexterity to operate computer and other office equipment as necessary.
- Physical ability for handling bulk supplies and small office furniture.

8. **Decision Making and Judgement**

- Work is performed under the direct supervision of the Treasurer.
- Judgement is exercised in:
 - Prioritizing workload to ensure deadlines are met.
 - Prioritizing work activities for municipal services or programmes.
 - Respond courteously to visitors and callers, and screening and referring incoming telephone calls and public requests to the appropriate staff member.

9. **Interpersonal Skills/Contacts**

- The job requires good interpersonal skills to interact effectively with the general public and to provide information regarding routine departmental operations, and to respond to enquiries and deal politely and effectively with other departments.

Internal:

- Good verbal communication skills in order to provide accurate information in a pleasant and effective manner to telephone callers and visitors.
- With other departments to complete the distribution process of various reports, documents, etc.
- With other departments to order supplies.
- With administrative staff in other departments for the purpose of exchanging information, in particular Treasurer to accept supervision and carry out instructions.

External:

- With the general public to provide information and direct queries within the department.

- With the general public in order to accept payments and provide receipts for property taxes and other types of payments.
- With suppliers and members of the public regarding other miscellaneous items (dog receipts, ball registration, ordering supplies etc.).
- With the public to provide information or refer callers to appropriate personnel.

10. Environment

- Works in an office environment with a great amount of time spent working at a computer terminal.
- Deals with public.

11. Control over Work Schedule

- Work is subject to scheduled deadlines.
- Incumbent is not required to work in excess of normal hours.

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 classification.