



Job Title: Finance Clerk
Department: Corporate Services
Reports to: Treasurer/Deputy CAO
Pay Level: 3
Last Revision: 2025

JOB DESCRIPTION

Job Statement

The Finance Clerk provides effective and efficient finance and administrative support to the Administrative Office. Performs receptionist duties, including typing, filing, answering telephone inquiries, and transferring calls to appropriate staff. Responsible for cash receipts and accounts payable components for the finance department.

Essential Functions

- Performs the position's responsibilities within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position in a manner consistent with the policies of the Township of Greater Madawaska.
- Provide administrative and clerical support to the Treasurer and others as directed by the Treasurer.
- Respond to public enquiries by telephone and over the counter and refer to appropriate personnel, if necessary, courteously.
- Advises the public, upon request, of procedures for obtaining various permits from all departments.
- Maintains office supplies and orders additional supplies when necessary.
- Responsible for picking up and delivery of mail to Canada Post.
- Issues landfill passes to ratepayers at the counter and welcome packages.
- Maintains all facility bookings and calendars the same. (Barnet Cottage, Council Chambers, etc.)
- Acts as Cash Receipting Clerk as follows:
 - a. Enter receipts in the Receipting program
 - b. Total General, Tax and Accounts Receivable receipts
 - c. Prepare Bank Deposits
- Acts as Accounts Payable Clerk as follows:
 - a. Review vendor invoices/cheque requests and ensure they are approved and coded by department managers
 - b. Mail cheques by regular mail.
 - c. Reconcile monthly statements from Vendors and follow up on outstanding items.

- d. Maintain filing system of Accounts Payable Vendors alphabetically by vendor and Batch#.
 - e. Respond to inquiries from vendors and employees regarding the status of accounts payable.
- Fulfilling tax certificate requests.
 - Updates ownership changes and address changes in roll book bi-weekly
 - 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. Assists the organizations when issuing lottery licences.
 - Protects own health and the 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 opening and closing safe each day of work and storage of cash and cheques in safe at the end of the working day.
 - Performs other duties as assigned.

Job Specifications

- 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

Decision Making and Judgment

- Work is performed under the 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.
 - Ensuring confidentiality of staff and visitors.

Interpersonal Skills/Contacts

Internal:

- CAO
- Mayor and members of Council
- Management staff and support staff of other departments

External:

- General public

Working Conditions

- Works in an office environment and manages competing priorities.
- 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.

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.