



TOWNSHIP OF ADMASTON/BROMLEY JOB DESCRIPTION

Job Title:	Approved By:
Deputy Clerk Treasurer	Council
Reports To:	Effective Date:
Clerk-Treasurer	April 22, 2013

POSITION SUMMARY:

Under the direction of the Clerk-Treasurer this position will provide effective and efficient accounting and financial support to the Clerk-Treasurer and Council. This position will provide secretarial services to the Emergency Management Committee, Water Response Team and other special committees as required as well as onsite support to Drainage Superintendent and Fence Viewers.

POSITION QUALIFICATIONS:

- Post-secondary education in Accounting/Bookkeeping or equivalent combination of education and experience.
- Working knowledge of relevant computer software.
- Previous experience in municipal environment.
- Requirement to complete the AMCTO Municipal Accounting and Finance Program
- Must be a self-starter to work independently and capable of meeting time schedules or deadlines.
- Strong interpersonal skills combined with excellent written and oral communication utilizing a professional approach with the public.
- Valid Driver's License with a clear Driver's Abstract
- Police Records Search Certificate/Vulnerable Sector Screening

POSITION DESCRIPTION:

- 1) To provide accounting and financial support services to the Clerk/Treasurer and Council.
- 2) Prepare monthly payment Voucher for the second Council meeting every month.
- 3) Maintain accounts receivable system for miscellaneous invoices. Responsible for posting and collection including sending out reminders for unpaid invoices.
- 4) Completes monthly bank reconciliation.

- 5) Coordinates municipal banking services including investments, deposits, transfers, reconciliation, Interac and telephone/computer payments
- 6) Directly responsible for the Tile Debenture records, accounting and payment.
- 7) Directly responsible for Tax Billing, collecting and recording of taxes and reconciliation to the general ledger and preparing quarterly tax collection reports for Council.
- 8) Responsible for monthly payments for tax purposes and tax collection policy letters for accounts in arrears.
- 9) Responsible for all applications for, and reconciliation of, payments-in-lieu of taxes from federal and provincial sources
- 10) Responsible for remittance and reconciliation of upper tier and education levies
- 11) Assist Clerk-Treasurer with Budget Preparations including spreadsheets and Committee meeting materials.
- 12) Assist Clerk-Treasurer and Public Works Superintendent in Grant Applications
- 13) Assist Fire Committee with financial postings, monthly reconciliations and budgetary control reports.
- 14) 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 Operational policies of the Township of Admaston/Bromley.
- 15) Attends Council meetings when required.
- 16) Administer employee pension plan and benefit programs and attend the quarterly group meetings.
- 17) Provides secretarial services to Emergency Management Committee, Water Response Team and other special committees as required. Includes attending and taking of minutes for meetings in the evenings outside of regular office hours.
- 19) Fulfill the responsibilities of the Clerk-Treasurer in his/her absence
- 20) Responsible for supervising the General Office Assistant's Accounts Payable and Accounts Receivable duties.

- 21) Responsible for maintaining Social Media sites (Facebook, Twitter & HootSuite)
- 22) Field Work will be required occasionally regarding Municipal Drain inspections and Fence Viewer consultations.
- 23) Assist residents and ratepayers by providing information and advice by telephone and over the counter, as well as follow-up action on the part of the Municipality or directing the inquiry to the appropriate staff person.
- 24) Assist Administrative Assistant with Municipal Licensing i.e. Dog Licensing and Lottery Licensing
- 25) Assist Administrative Assistant with Livestock Compensation Program and Grant Applications.
- 26) Assist returning officer with Municipal and School Elections.

MATERIAL RESOURCES

- Ensures security of financial and personnel records

SKILL AND EFFORT

- Knowledge of municipal administration, finance and accounting.
- Knowledge of local government operations including Public Works operations, waste management, recreation and emergency services.
- The completion of the Municipal Accounting and Municipal tax Administration courses would be an asset.
- 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 accountings payable process
- With administrative staff in other departments for the purpose of exchanging information in particular Clerk-Treasurer to accept supervision and carry out instructions.
- With the general public in order to provide information regarding payments and receipts for property taxes and other types of payments.
- Document storage or retrieval.

PHYSICAL SKILL AND EFFORT

- No special physical skills required

DECISION MAKING AND JUDGEMENT

- Work is performed under the general direction of the Clerk-Treasurer
- Judgement is exercised in:
 - Respond courteously and professionally to visitors and callers, and screening and referring incoming telephone calls and public requests to the appropriate staff member.
 - Prioritize workload to ensure deadlines are met.

INTERPERSONAL SKILLS/CONTACTS

Internal

- With Clerk-Treasurer and Public Works Superintendent
- With Mayor and members of Council
- With all staff members

External

- With general public
- With provincial ministries, federal departments, municipalities, boards, committees and commissions
- With financial institutions

WORKING CONDITIONS

Environment

- Works in an office environment
- Occasional onsite support for drainage and fence viewing when required
- May be required to work beyond regular office hours

The forgoing 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.

Supervisor Signature

Employee Signature

Date

Date