



Position Title: Finance Assistant – Accounts Payable

Department: Administration

Reports To: Deputy Treasurer

Status: Permanent Full Time

This job description is: New Revised X

Job Summary:

Reporting to the Deputy Treasurer, the Administrative Assistant is responsible for a variety of administration functions including accounts payable, utility accounts administration, energy consumption administration, answering of front-line telephones, and front counter customer service duties.

Duties and Key Responsibilities:

Perform tasks associated with accounts payables administration including the processing of invoices, including coding and distribution to department heads, and the issuance of payment by cheque, internet or electronic funds transfer, on a weekly basis.

Perform accounts receivable related tasks associated with the processing, maintenance and mailing of invoices and statements through the accounts receivable module of the HBM municipal management software (Keystone). Issuing and mailing of invoices annually/monthly for Animal Tags, Trailer Park Licensing, Ice Rentals, Advertising, Building Permit Renewals and all other miscellaneous invoicing.

Perform utility accounts administration tasks for water and sewer: organize, maintain, balance, and bill accounts monthly; prepare and mail billings; calculate penalty and interest monthly on accounts; prepare and mail disconnect notices and maintain corresponding records; maintain pre-authorized payment plans for utilities; and maintain tenant utility deposit records.

Provide front line assistance with telephone enquiries, and front counter reception duties, such as: addressing resident concerns; receiving payments and providing receipts (for taxation and utility billings, invoices, building permits, miscellaneous items, etc.); issuing waste disposal tags and animal licenses; assisting residents with completion of Township required forms; and referring requests or concerns to appropriate Township departments.

Record all sources of the Township's energy consumption monthly into the LAS data base and assist with annual reporting to the Ministry of Energy.



Provide administrative support to the CAO/ Municipal Clerk and other staff when required. Responsible for covering duties and obligations for other front line staff during absences.

Perform all other duties as assigned.

Supervisory Responsibilities:

The incumbent has no supervisory responsibilities.

Job Specifications:

Post-Secondary School Diploma in a two-year Business Administration program is required, or equivalent experience and responsibility in an office setting.

Minimum two (2) years' experience in a municipal or public sector office environment, involving financial and administration duties, is preferred.

Advanced computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint) is required; familiarity and/or previous experience with Keystone Complete software is considered an asset.

Key Performance Competencies:

This individual on a regular basis will be required to maintain confidentiality of all corporate information and organizational matters.

Demonstrated ability to perform a wide variety of office related tasks and change focus quickly.

Demonstrated superior public relations and communication skills, with an emphasis on organization, prioritization and multi-tasking abilities.

Demonstrated ability to work effectively with a team and maintain constructive working relationships.

Demonstrated ability to problem solve and de-escalate situations involving upset customers/clients.

Demonstrated ability to clearly and effectively present information verbally and in writing. Demonstrated ability to work within a municipal government structure.



Township of HAVELOCK-BELMONT-METHUEN

www.hbmtwp.ca

INC. 1998

Demonstrated ability to maintain confidentiality and promote an ethical work environment.

Demonstrated ability to ensure the confidentiality of all corporate information and ensure transactions are in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

Demonstrated ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act (AODA), etc.

Working Conditions:

Work is in an office environment at the Township Office.

Normal stress associated with office interruptions, customer enquiries and handling the occasional upset resident.

Contacts:

Internal:

Council Members, CAO/ Municipal Clerk, Treasurer, Department Heads and other municipal staff for the exchange of information.

External:

- General public to convey or exchange information.
- Financial Institutions.
- Auditors, as required, to provide information.
- Vendors

I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date



Signature of CAO/Clerk

Township of
HAVELOCK-BELMONT-METHUEN
www.hbmtwp.ca

INC. 1998

Date