



Township of North Kawartha Job Description

Position: Office Assistant	Date: June, 2022
Reports to: Treasurer	Department: Finance Department

Purpose:

Reporting to the Treasurer, the Office Assistant provides administrative support to the Finance Department, Clerk's Department, Chief Administrative Officer, Township staff and members of Council/Committees as required. This position will assist with various duties, perform a range of daily and monthly accounting functions and responsibilities including general ledger analysis as required; month-end reconciliations; month-end reports. The Office Assistant participates in various projects, policy research and in the development of special reports, as well as daily office tasks.

Responsibilities:

1. Assist the Deputy Treasurer with preparing and mailing tax billings, maintaining the assessment roll and providing for the collection and adjustment of taxes (current and arrears).
2. Respond to general telephone inquiries, relaying messages, routing calls and inquiries to appropriate staff in a prompt and efficient manner.
3. Greet visitors and provide general information regarding Township business and services. Directs visitors to appropriate staff or department ensuring an accessible and enhanced level of customer service and polite and tactful relations.
4. Assist with bookkeeping services using accounting principles for fees and revenues paid.
5. Assist with the processing of receipts, preparation of bank deposits, and the posting of payments for taxes and miscellaneous revenues.
6. Assist with the preparation of invoices for Accounts Receivable.
7. Assist with saving invoices into FileHold for Managers' approvals.
8. Assist in Reception area for all functions ensuring enhanced customer service.
9. Assist with maintaining files relating to duties and responsibilities according to Records Retention By-Law.

10. Maintain and ensure the security and confidentiality of all records and personal information under the control of the Corporation of the Township of North Kawartha in accordance with legislation.
11. Assist with monthly G/L reconciliation as required.
12. Participate in all aspects of the Occupational Health and Safety Act, and maintain knowledge of municipal policies.
13. Any other duties as assigned through immediate supervisor.

Supervision:

This position does not have any supervisory responsibilities.

Working Relationships:

Internal:	Council Municipal Staff	Manager and colleagues
External:	General Public Solicitors Municipal Auditors	Municipal Government Provincial and Federal Agencies

Skills and Competencies:

- Visual and mental concentration to multitask
- Strong oral and written communication skills
- Self-directed with ability to work independently
- Strong organizational ability
- Strong attention to detail
- Ability to prioritize tasks
- Ability to deal with frequent interruptions and competing priorities
- Sense of collaboration and ability to work in a team environment
- Time management skills and ability to work under deadlines
- Excellent customer service and public relations skills
- Strong computer literacy
- Familiarity with accounting software
- Proficiency with financial calculations

Knowledge, Training and Qualifications:

- Education in a related field and/or equivalent experience.
- Knowledge of word processing, spreadsheet, email, internal and related software programs.

- Knowledge of accounting software an asset

Working Conditions:

Typical climate-controlled office environment. Work activities require visual and mental concentration for intermediate durations of time. This is a contract position with a 35 hour work week, Monday through Friday. Occasional lifting and carrying of items weighing less than 30 lbs. (i.e. office supplies or files). Occasional travel outside the office to attend meetings, seminars, and for routine office tasks may be required.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident, or operational requirements.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date