Job Title:	**Finance Assistant**
Division:	Finance & Administration
Reports to:	Deputy Treasurer
Last Revision:	2020

Job Statement

The Finance Assistant provides excellent customer service and administrative support to the Finance & Administration Department.

Essential Functions

1. Provides general reception/front counter services, such as taking payments and processing mail.
2. Collects and maintains general funds, tax and water payments, and general receivables. Balances cash drawer and prepares deposits.
3. Addresses client inquiries and service requests through the general information mailbox, website, and answering the main telephone line.
4. Provides administration support to the Department, including data entry, inventory control, scanning invoices, and records management.
5. Assists the Deputy Treasurer with taxation, billing, and accounts receivable.
6. Processes dog and fire permits and maintains logs with other staff.
7. Assists the Municipal Clerk with municipal elections as an Election Assistant.
8. Performs the responsibilities of the position within the standards set out in applicable legislation and consistent with operational policies.
9. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the Township's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Job Specifications

1. Grade 12 minimum
2. Minimum of three months of municipal and/or finance experience required
3. Training in finance and bookkeeping (preferred)
4. Demonstrated customer service excellence
5. Computer proficiency and attention to detail

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.