

Accounting Assistant

Employer: Municipality of Huron Shores
Posted: 13 months ago
ES Job ID: 3951
Sector(s): Accounting, Executive and Management

Closing Date: April 04, 2023
Location: Iron Bridge
Duration: Full Time

Job Description:

Position: Accounting Assistant
Reports to: Treasurer/Tax Collector

POSITION SUMMARY:

As assigned by the Treasurer/Tax Collector, performs a number of diverse clerical activities, such as, purchasing, issuing tax payments and receipts, Assessment Roll upkeep, issuing billing and tax collection notifications; and addressing inquiries.

Major Duties and Responsibilities:

- Assists with the mailing of Tax billings, receives Tax payments, issues receipts; reconciles and makes bank deposits; records address/ownership changes to the Tax Rolls, as required. As directed, by the Treasurer/Tax Collector, prepares correspondence relating to the billing and collection of taxes, e.g. Tax Certificates, Tax Payment Agreements, past due notices, etc.
- Assists with the Accounts Payable function and the maintenance of the Treasury Department filing system.
- Issues invoices for municipal materials and services provided and follows up, as required.
- Prepares bank deposits;
- Responsible for the proper performance of clerical duties associated with the municipal purchasing function: conducts necessary research, places orders and follows-up with suppliers; etc. Tracks inventory usage of administrative supplies and re-orders as necessary; orders supplies for municipal facilities, as required. Ensures that all purchases are within the budgetary allotment and in accordance with the Municipal Purchasing Policy.
- Completes arrangements for registration of municipal staff at courses, conferences etc. Makes hotel reservations and travel arrangements, as required.
- Under the direction of the Treasurer, issues lottery licenses in accordance with provincial legislation.
- Maintains property ownership changes and completes MPAC reporting requirements; updates municipal records/databases.
- Assists Administrative Assistant with Cemetery queries, plot purchases and processes associated contracts; receives payments and issues receipts.

In the absence of the Clerical Assistant:

- Issues Fire Permits and dog tags in accordance with municipal policies. Receives and records payments.
- Assist with the booking of municipal facilities i.e. Arena and Community Centres; Collects deposits; receives payments; issues receipts.
- Greets visitors to the Municipal Office, answers phones and redirects calls as needed; records messages when individual staff members are not available; responds to general enquiries and complaints, as able.

Required Skills:

Education:

Grade 12 or an acceptable combination of education and related experience.
Completion of the Municipal Accounting and Finance Program and/or Municipal Tax Administration Program preferred.

Experience:

Minimum one (1) year related experience.

Skills: General knowledge of municipal accounting requirements and practices.

Good interpersonal and communication skills (oral and written).

Good level of computer literacy.

Requirements:

Independence of Action:

The work requires the application of established methods or procedures; may involve a choice of methods.

Impact of Errors:

Errors could result in a minor loss of time or resources and may affect the work of others.

Contacts:

Courtesy and tact required in explaining, exchanging data or information.

Leadership:

Leadership responsibility is not normally part of the job requirement.

Physical Demands/Sensory Demands:

Majority of work is performed in a typical office setting. Visual concentration required when inputting computer data. Aural concentration required when answering the telephone, responding to enquiries and/or complaints, taking messages, etc.

Occasionally required to lift and/or move items of a mediumweight.

Working Conditions:

Work is usually performed in a typical office setting. Occasionally required to deal with difficult people. Frequent interruptions.

How to Apply:

Submit a cover letter, resume, and application for employment no later than 12:00 p.m., Tuesday, April 4, 2023 to:

Natashia Roberts, CAO/Clerk
Municipality of Huron Shores
7 Bridge Street, P.O. Box 460
Iron Bridge, ON P0R 1H0
email@huronshores.ca