POSITION TITLE: Finance Assistant

DEPARTMENT: Administration

PURPOSE OF POSITION:

- Provide administrative, financial and customer service support for Treasury and Public Works and coordinate recreational programming.

DIRECT REPORT: Director of Corporate Services/Treasurer

MAJOR RESPONSIBILITIES:

Administration (40%)

- Provide front-line customer service by responding to telephone calls and emails and greeting and assisting visitors at the front counter.
- Accept and process payments at the front counter, including the sale of dog tags, garbage stickers, and waste bins.
- Perform general administrative duties including correspondence, filing, and office support as required.
- Open and close the cash register daily.
- Process and distribute incoming and outgoing mail.
- Order and maintain office supplies.
- Coordinate the repair of office equipment and administrative building maintenance.
- Track and process entrance and road occupancy permits, including reminder letters, other correspondence, notices and refund letters.
- Monitor and file weather reports and solar panel activity daily.
- Organize and tidy the common office areas.
- Set up and clean up for meetings including coffee and refreshments.
- Coordinate office waste management including electronic & battery waste pick up and Dufferin County.
- Set up new employees in Citations and assign the required training modules for completion.
- Collect training records from all staff annually and maintain up-to-date employee training records.
- Assist the Director of Corporate Services/Treasurer with the annual insurance renewal by completing renewal forms and ensuring that all forms are completed and returned to the insurer.
- Prepare and maintain internal job manuals for this position.

- Provide backup administrative support to other departments as assigned.
- Other duties as assigned.

Treasury (40%)

- Download and import all online payments received through online banking or Paymentus.
- Administer and maintain the Township's Shopify and CanadaHelps accounts, including updating site content and account information, issuing donor thank-you letters, and recording donations.
- Process property ownership and mailing address changes and send out new resident packages.
- Prepare tax certificates and process payments.
- Set up e-billing for residents.
- Complete weekly bank deposits.
- Receive, review, and process claims under the Ontario Wildlife Damage Compensation Program, ensuring required documentation is completed and submitted in accordance with provincial guidelines.
- Download and distribute monthly budget to actual statements to Department Heads.
- Assist with audit preparation and download monthly bank statements.
- Invoice all facility rentals and other miscellaneous accounts receivable.
- Assist with departmental grant administration.
- Coordinate the annual tree order program, including receiving and processing resident orders and placing the consolidated order with the vendor.
- Assist with maintaining the Township's asset management data, including entering asset condition ratings, updating GIS mapping, and identifying and correcting inaccurate or incomplete asset records.
- Perform daily backups of the Keystone system.

Recreation (20%)

- Coordinate facility rentals, including ensuring rental agreements are completed, arranging room set-up and clean-up, and providing renters with facility access information.
- Maintain the facility user administration log required for annual insurance reporting.
- Coordinate rental schedules with arena user groups and prepare the related rental agreements.
- Support the development and promotion of recreational programs throughout the Township to increase public awareness and use of Township facilities.

- Liaise with user groups and instructors to coordinate recreational and instructional programs, which may include summer programs, lacrosse, pickleball, ball hockey, leadership development, youth engagement, seniors programming, and special events.
- Research community needs, demographics, trends, and best practices to support recreational programs that reflect local demand.

QUALIFICATIONS

- Completion of post-secondary education in accounting, business administration, office administration, or a related discipline, or an equivalent combination of education and relevant experience.
- A minimum of two years of relevant administrative, financial, or customer service experience, preferably in a municipal or public-sector environment.
- Strong numerical accuracy and attention to detail, with the ability to process financial transactions and maintain accurate records.
- Excellent customer service and interpersonal skills, with the ability to respond professionally and courteously to the public, facility users, staff, and external contacts.
- Excellent written and verbal communication skills.
- Highly organized and dependable, with strong time-management skills and the ability to prioritize multiple responsibilities with limited supervision.
- A team player who works collaboratively with employees at all levels of the organization and is able to learn new systems and processes quickly.
- Proficiency with Microsoft Office and Adobe Acrobat; experience with Keystone financial software is considered an asset.
- Knowledge of municipal asset management, Ontario Regulation 588/17, Geographic Information Systems (GIS), and PSD Citywide asset management software is considered an asset.

WORKING CONDITIONS

- Moderately routine.
- Regular hours plus overtime as required.

PHYSICAL REQUIREMENTS

- Computer work.
- Continuous.
- Not physically demanding.