

Municipality of the District of Shelburne
Position Description

Title: Finance Clerk	Department: Finance		
Reports to: Accountant			
Status:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Summer
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual
		<input type="checkbox"/> Term	

Position Summary:

Finance Clerk position in the Finance Department shall be responsible for coordinating the front office operation of the Municipality including greeting customers, receiving and processing payments, answering telephone and email inquiries, processing mail, acting as recording secretary when requested, filing, typing letters and reports, posting electronic fund transfers, issuing dog tags, processing low income tax exemptions applications, assisting with newspaper advertisements, and balance cash daily. This position description is a general scope of duties and does not limit Management’s ability to assign other responsibilities to this position from time to time.

General Responsibilities:

1. Responsible for being the main point of contact for all municipal inquiries at the front counter including answering questions, directing residents to the appropriate staff person, accepting payments and financial applications, as well as answering and directing telephone and email inquiries.
2. Process and distribute incoming mail each day and ensures outgoing mail is delivered to the post office.
3. Receive and process resident applications for the municipal low-income rebate program, assisting residents with the application when requested, and prepares letters for the Director of Finance acknowledging receipt and decision.
4. Acts as recording secretary for Audit and Internal Control Committee and other municipal meetings when requested by preparing and circulating the meeting agenda and supporting documentation, prepare draft minutes within seven days of meeting for approval of Director of Finance, and acting in a similar capacity for other committees when requested.
5. Responsible for establishing and maintaining a filing system for the Finance Department in conjunction with Finance Department staff to ensure files can be easily found when required.

6. Posts required municipal expenses reports on the municipality's website when required to do so according to established municipal policies and under the direction of the Accountant.
7. Posts agendas, minutes, press releases, advertisements, reports and other documents to the Municipality's website or other social media sites when requested to do so by the Accountant or Director of Finance.
8. Types letters and reports for Finance Department staff when requested.
9. Assists with folding and mailing of tax bills, as well as other bills and invoices.
10. Enter property owner address changes through Single Address Initiative.
11. Balance cash at the end of each workday and submits to Director of Finance for review and approval, along with preparing daily cash sheet and bank deposit.
12. Posts electronic fund transfers (EFT's), credit cards, cheques including post-dated when current, and other funds when received.
13. Process Construction and Demolition (C&D) site cash and payments when received and post to appropriate account.
14. Answers inquiries respecting dog tags, issues dog tags, processes payments, and maintains a master list of dog tags issued and owner identification with contact information.
15. Assists with the preparation, layout and booking of newspaper advertisements for tax sales, low income tax exemptions and other required ads.
16. Respond to all customer and vendor inquiries on a daily basis in a timely manner, documenting all conversations in the financial system.
17. Provides guidance, assists residents, and processes Senior's Tax Rebate Forms.
18. Assists with other finance department functions in the absence of other staff or when requested to do so by the Accountant.
19. Participates in bank deposit rotation with other staff to assist with segregation of duties of financial staff.
20. Creates "how to" reports on various functions and tasks for the financial systems.
21. Ensures that any adjustments made to accounts are approved by the Director of Finance.
22. Other duties as assigned by the Accountant from time to time.

Skills Required:

1. This employee must exercise a high degree of accountability in all aspects of their job and are expected to work independently and follow checks and balances for all tasks.
2. Experience in processing data provided by other staff and creating financial reports.
3. Strong diplomatic, negotiation, and conflict resolution skills to tactfully handle resident questions and concerns.
4. High degree of analytical thinking, planning, prioritization, and execution skills.
5. Effective attention to detail and a high degree of accuracy.
6. Must be able to effectively communicate both verbally and in writing at a professional level with proper grammar and language.
7. Highly proficient in Microsoft Office and experience working with TownSuite financial software.
8. The incumbent must be confidential in all aspects of their employment.
9. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, the general public and Council.

Hours of Work:

This is a union position that operates in the Finance Department. Regular hours of work are Monday to Friday, 9:00 am to 4:30 pm (32.5 hours per week).

Qualifications:

Applicants for this position must be a graduate of a recognized post-secondary institution with a degree or diploma in secretarial science, accounting, or equivalent, with a strong understanding of accounting plus three to five years of related experience. A degree or diploma in accounting and experience with TownSuite financial software would be considered assets.