

Town of South Bruce Peninsula

Financial Services Representative

Position Description

Reports to: Deputy Treasurer Status: Full Time

Last Revised: November 19, 2020 Hours: 37.5 per week

Summary of Duties

The Financial Services Representative has primary responsibility of the care and custody of all receipts across the front counter received from all sources. In addition, the position attends to the requests of most individuals at the main reception area or who telephone the municipal office.

Qualifications

1. Secondary school graduation required.
2. At least 6 months of previous clerical or accounting experience would be an asset.
3. Good knowledge of the municipal environment
4. Knowledge of basic accounting principles

Responsibilities

1. This position's main responsibility is to be the first contact at the front counter and on the telephone in order to either answer an inquiry or direct the individual to the appropriate department
2. Prepares, balances and posts all deposits that are processed through the front counter cash drawer and electronic file submission, including deposits that come from internal departments, such as landfill, paid parking
3. Responsible for assisting with administrative duties within the Financial Services department
4. Assists Deputy Treasurer with distribution of accounts payable cheques and accounts receivable invoices
5. Responsible for bank line, landfill deposits and invoicing landfill charges monthly
6. Opens, distributes and processes daily mail
7. Supports the in-house telephone system
8. Orders office supplies for all departments
9. Assists with distribution of monthly utility bills
10. Assists Tax Clerk with mailing of interim and final tax notices and arrears notices
11. Manages the program and invoices for rentals of the arena and ball diamond billboards
12. Records, invoices and distributes garbage bag tags

13. Manages and records dog tag sales; handles inquiries about dog tags
14. Verifies, processes and records seasonal campground, pool and arena deposits
15. Annually, prepares invoices for auditors and re-files them afterwards
16. Participates in designated committee meetings
17. Opens and closes all external municipal building doors, as well as outside washrooms, daily
18. Assists with routine record filing, including electronic and paper, in accordance with Town retention policy
19. Other duties as may be assigned from time to time

Working Conditions

- High potential for dealing with irate and unreasonable customers
- Deals with a high volume of varied and uncontrollable tasks
- Higher volume of activity during the summer
- Constant attention to customer service demeanor required
- Must perform data entry with a high level of accuracy and speed, despite barriers to concentration
- Required to have a broad and up-to-the-minute awareness about what is going on in town, and a good knowledge of the Town's organization and responsibilities, in order to answer and direct inquiries.