



TOWNSHIP OF McNAB/BRAESIDE Job Description

Job Title: Cashier–Receptionist

Location: Municipal Building

Department: Treasury Department

Reports To: Treasurer

Revision Date: 2025

Salary Grid: Group 3

Position Summary:

Reporting to the Treasurer, the Cashier–Receptionist is responsible for a variety of accounting and administrative duties. These include cashiering, tax billing support, accounts payable and receivable functions, payroll and benefits assistance, and general front-desk duties such as answering phones and greeting visitors. This position plays a vital role in maintaining professional and courteous service to both internal staff and the public.

Qualifications:

- Post-secondary education in accounting, business, finance, or equivalent combination of education and experience.
- Proven experience in accounts payable, payroll, or other finance-related functions.
- Strong proficiency in Microsoft Office, particularly Excel and Word.
- Experience using computerized accounting systems (e.g., Vadim iCity) is preferred.
- Experience in a municipal setting is considered an asset.
- Municipal Tax Administration Program and/or Municipal Financial Administration Certificate is an asset.
- Excellent oral and written communication skills.
- Strong organizational and time-management abilities.

Major Responsibilities:

1. Accounting and Cash Handling

- Acts as Tax Collector and Cashier.
- Receives, records, and balances all forms of payment.
- Issues general receipts (e.g., building permits, burn permits, dog tags).
- Balances cash drawer and prepares deposits.

2. Accounts Payable

- Enters invoices, verifies coding and HST, prepares remittances.
- Prepares payments for signature and maintains filing systems.

3. Accounts Receivable

- Provides backup for invoicing and records payments.
- Assists with preparing and sending reminder notices.

4. Taxation Support

- Assists with tax bill mailings and responds to tax-related inquiries.
- Explains basic tax procedures to ratepayers.

5. Reception and Administrative Support

- Answers phones and greets visitors in a courteous and professional manner.
- Refers inquiries to the appropriate staff member when necessary.
- Assists with purchasing supplies and maintaining office equipment.

6. General Duties

- Performs other administrative or finance-related tasks as assigned by the Treasurer.

Human Resources Responsibilities:

- Reports to the CAO/Clerk and Treasurer.
- No supervisory duties.

Financial Responsibilities:

- Ensures accuracy in cash handling and deposit balancing.
- Maintains integrity in all assigned accounting tasks.

Material Resources:

- Maintains confidentiality of all municipal documentation.

Skill and Effort Requirements:**Knowledge:**

- Proficiency in office procedures, financial practices, and accounting software.
- Strong records management and document organization skills.
- Effective verbal communication and public service abilities.

Decision-Making and Judgement:

- Prioritizes work to meet internal and external deadlines.
- Maintains composure under pressure, especially when addressing public concerns or time-sensitive tasks.

Interpersonal Skills/Contacts:**Internal:**

- Regular interaction with CAO/Clerk, Treasurer, and Department Heads.

External:

- Frequent contact with the public regarding payments and municipal inquiries.

Working Conditions:**Environment:**

- Significant time spent working at a computer.
- Occasional exposure to difficult or agitated members of the public.

Work Schedule:

- Deadlines are frequent and sometimes require overtime.
 - Must adhere to the Ontario Occupational Health and Safety Act.
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Note:

This job description is intended to reflect the general duties and responsibilities of the position and should not be considered exhaustive. Duties may be modified as required to meet the evolving needs of the Township.