



Township of McNab/Braeside Job Description	Job Title: Finance Clerk	Page 1 of 3
Location: Township Office Department: Finance	Reports To: Director of Finance/Treasurer	Revision date: August 2026
		Salary: Group 3

Position Summary:

Reporting to the Director of Finance/Treasurer, the Finance Clerk is responsible for a variety of accounting and administrative duties. These include cashiering, tax billing support, accounts payable and receivable functions, 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 and 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.

Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts.

2. Performs the responsibilities of the position consistent with the Operational policies of the Township of McNab/Braeside.
3. **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.
4. **Accounts Payable**
 - Enters invoices, verifies coding and HST, prepares remittances.
 - Prepares payments for signature and maintains filing systems.
5. **Accounts Receivable**
 - Provides backup for invoicing and records payments.
 - Assists with preparing and sending reminder notices.
6. **Taxation Support**
 - Assists with tax bill mailings and responds to tax-related inquiries.
 - Explains basic tax procedures to ratepayers.
7. **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.
8. **General Duties**
 - Performs other administrative or finance-related tasks as assigned by the Director of Finance/Treasurer & Deputy Treasurer.

Human Resources

This position has no direct supervisory responsibility for employees.

Financial Resources

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

Material Resources

The Finance Clerk is responsible for safeguarding and maintaining departmental records, office equipment, and information systems. This includes managing filing systems, electronic databases, reports, and correspondence, as well as handling sensitive and confidential information. The position ensures proper use and care of office technology and departmental administrative materials.

Physical Skill and Effort

The role requires light physical effort associated with office work, including prolonged sitting, keyboard use, filing, and occasional lifting of light materials. Manual dexterity and visual concentration are required for data entry, document preparation, and record review. Occasional travel for meetings or training may be required.

Decision Making and Judgement

The position exercises independent judgement within established policies, procedures, and legislative requirements. Decisions typically related to prioritizing tasks, managing deadlines, responding to routine inquiries, and identifying issues requiring escalation to the Director of Finance/Treasurer. The role requires accuracy, discretion, and sound judgement when handling confidential information and public inquiries but does not include policy-making authority.

Interpersonal Skills/Contacts

Strong interpersonal and communication skills are required to interact professionally with staff, volunteers, elected officials, external agencies, and the public. The position handles inquiries and complaints and must maintain composure, diplomacy, and professionalism, including situations involving sensitive or stressful matters.

Internal:

- Municipal administrative staff
- Director of Finance/Treasurer, Deputy Treasurer and other municipal departments

External:

- Members of the public
- Vendors and suppliers

Environment

The work is performed primarily in a municipal office environment, with frequent interruptions and competing priorities. The role requires significant time spent working at a computer. Occasional exposure to difficult or agitated members of the public

Control over Work Schedule

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

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.