

<b>TOWNSHIP OF McNAB/BRAESIDE</b> <b>Job Description</b>	<i>Job Title:</i> Cashier/Receptionist	<i>Page #1</i>						
<i>Location:</i> <u>Municipal Building</u>	<i>Reports To:</i> Treasurer	<i>Revision date:</i> 2021						
<i>Department:</i> <u>Administration</u>		<i>Salary grid:</i>						
<i>Approval:</i> <table style="display: inline-table; vertical-align: middle;"> <tr><td>{ }</td><td>Department Head</td></tr> <tr><td>{ }</td><td>Supervisor</td></tr> <tr><td>{ }</td><td>Employee{s}</td></tr> </table>			{ }	Department Head	{ }	Supervisor	{ }	Employee{s}
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{ }	Supervisor							
{ }	Employee{s}							

**Position Summary:**

Under the direction of the Treasurer, performs accounting duties related to cashier, taxation, accounts payable, payroll and benefits, accounts receivable, and various receptionist duties including answering the phone and greeting visitors.

**Qualifications:**

- Post-secondary education in accounting, business, finance or equivalent combination of education or experience.
- Excellent oral, written and interpersonal communication skills are essential.
- Excellent organizational and time management skills to handle heavy workloads and to meet rigid deadlines.
- Previous experience in accounts payable, payroll preparation and/or other finance related duties is essential.
- Previous experience with computerized accounting systems and Microsoft Office (Word, Excel) is essential.
- Previous experience in a municipal environment would be an asset.
- Previous experience with Vadim iCity financial system software would be an asset.
- Municipal Tax Administration Program and Municipal Financial Administration Certificate would be an asset.

**Major Responsibilities:**

1.1 Performs the responsibilities of the position consistent with the Operational Policies of the Township and the Municipal Act, 2001, as amended and other regulations.

1.2 Acts as Tax Collector and Cashier as follows:

- Receive and record all types of payments
- Balance cash drawer and record all deposits
- Prepares general receipts, including building permits, burn permits, dog tags, parking passes, parking tickets, etc.

1.3 Accounts Payable:

- Data entry of each invoice as coded by Department Head, verifying invoices, HST and preparing remittances.
- Prepares payment for authorized signature.
- Maintain filing system alphabetically by vendor name.

1.4 Acts as backup Payroll Clerk (when required) as follows:

- Serves as backup to the Financial Assistant, performing regular payroll functions for all employees, volunteer firefighters, Council Members, seasonal, contract and part-time staff according to established schedules and other necessary payroll processes, as required.
- Assists the Financial Assistant in the preparation and maintenance of financial files, payroll registers, EHT and WSIB reports, and remittances within deadlines, as required.
- Assists the Financial Assistant in the processing of Record of Employment and T4's, as required.

1.5 Accounts Receivable:

- Acts as Back up for invoicing.
- Records payments.
- Assists the Treasurer and Financial Assistant in the mailing of reminder notices.

1.6 Responds to public enquires by telephone and over the counter and refers calls to appropriate personnel, if necessary, in a courteous matter. Performs other administrative duties as required including dog tag administration, etc.

1.7 Property Tax

- Tax Certificates.
- Sets up new Pre-Authorized Payment Customers.
- Assists with late notices.
- Assists with sending Tax Bills.
- Assists residents with tax bill inquiries.
- Maintain accurate record of mortgage changes.
- Explain basic tax procedures and policies to ratepayers.
- Assists the Treasurer and Financial Assistant with all activities related to tax billing, collecting and recording of taxes specifically including the mailing of notices.

1.8 Maintains and assists with arranging servicing and purchasing supplies for the postage machine and photocopier.

1.9 Performs other related duties as assigned by the Treasurer

## **2. Human Resources**

- 2.1 The incumbent works under the direction of the CAO/Clerk and the Treasurer and is not responsible for the supervision of staff.

## **3. Financial Resources**

- 3.1 Responsible for accurate receipting of cash and balancing deposits.
- 3.2 Responsible for accurate accounting functions that have been assigned.

## **4. Material Resources**

- 4.1 Ensures the confidentiality of all documents of the municipality as required by legislation or other law, or policy.
- 4.2 Responsible for proper usage of all office equipment and supplies.

## **SKILL AND EFFORT**

### **5. Knowledge**

- 5.1 A thorough knowledge of office procedures, accounting, payroll and financial matters.
- 5.2 Strong organizational and time management skills to prioritize workloads to meet established deadlines.
- 5.3 Good records management skills to ensure proper filing and retrieval files.
- 5.4 Accounting skills with computerized system.
- 5.5 Excellent verbal communication skills to provide accurate information in a pleasant and effective manner to telephone callers and visitors.

### **6. Physical Skill and Effort**

- 6.1 Requires manual dexterity to operate computer and office equipment.

### **7. Decision Making and Judgement**

Work is performed under the general direction of CAO/Clerk and the Treasurer. Access is available to other municipal counterparts through personal and professional associations for the exchange of information as required. Access is also available to established policies and procedures and pertinent legislation.

Judgement is exercised in:

- 7.1 Prioritizing workload to ensure deadlines are met. Must be able to work under stress and maintain composure to meet unexpected deadlines set by others.
- 7.2 Responds courteously to visitors and callers, referring incoming calls and requests to the appropriate staff member.
- 7.3 Ensuring accuracy of invoices and payments.

## **8. Interpersonal Skills/Contacts**

Excellent interpersonal skills are required to interact with management, staff, Council, Committees, senior government officials and all citizens of the municipality.

- 8.1 Internal: With the CAO/Clerk, Treasurer and Department Heads on a regular basis to obtain information to complete accounts payable and payroll.
- 8.2 External: With the general public regarding payment or receipt of funds on account, to provide information and direct queries within the department.

## **WORKING CONDITIONS**

### **9. Environment**

- 9.1 Works in a clean safe office environment with a great deal of time spent working at a computer terminal.
- 9.2 Deals extensively with the public.
- 9.3 Similar to other public sector positions at this level, the incumbent from time to time is required to deal with members of the public who may become angry and agitated.

### **10. Control Over Work Schedule**

- 10.1 Work is subject to deadlines.
- 10.2 Occasionally works beyond normal working hours to achieve these deadlines.
- 10.3 Occasional out of town travel may be required.
- 10.4 Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario 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 the work requirements that may be inherent in this classification.**