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| **Position Title:** | Administrative Clerk |
| **Department:** | **Finance** |
| **Employee:** |  |
| **Reports to:** | **Manager of Finance** |

**POSITION SUMMARY**

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| The Administrative Clerk reports to the Finance Manager and is responsible for administrative and financial clerical support, as well as ensuring the safeguard of all municipal funds. |

The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the Town to meet the business, community, and/or regulatory needs of the organization.

**KEY DUTIES AND RESPONSIBILITIES**

**General Duties (35%)**

* Assist with the collection and data entry of banking information for preauthorized Tax payments and accounts payable EFTs.
* Assist with the financial tasks related to non-municipal agencies supported by the Town.
* Assist with office administration tasks, including back up of other financial and administrative positions.
* Assist with phones and reception when the Executive Assistant is unavailable.
* Other duties as required by supervisor.

**Cash Receipting (20%)**

Process Cash Receipts.

* Compile and record incoming electronic payments.
* Reject payments made to the town in error.
* Assist with front counter cash acceptance as needed.

**Municipal Tax Administration (20%)**

Assist the Finance Manager in maintaining the Municipal Tax system in order to ensure that the municipal finances are maintained in an accurate and timely manner.

* Complete Tax Certificates.
* Answer routine questions from residents on their own tax roll.
* Process Land Titles updates.
* Assist the Finance Manager with tasks related to notification and collection of taxes as per the Municipal Government Act.

**Accounts Receivable (20%)**

Maintain the Accounts Receivable system in order to ensure that the municipal finances are maintained in an accurate and timely manner.

* Process regular accounts receivable invoices.
* Monitor accounts and follow up on past due invoices.
* Facilitate collection of past due accounts through a collection agency.
* Reconcile the accounts receivable general ledger account at month end.

**Safety (5%)**

* Adhere to Health and Safety legislation and the Elk Point safe work policies and procedures at all times, ensuring the protection and safety of self, co-workers, the public and environment.

**REPORTING RELATIONSHIPS**

The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the Town to meet the business, community, and/or regulatory needs of the organization.

Position reports directly to the Manager of Finance.

**EDUCATION AND EXPERIENCE**

**Education:**

* Certificate or diploma in an administrative, accounting or finance related field.

**Experience:**

* 3 – 5 years’ administrative and/or financial accounting experience.
* Experience in a fast-paced office setting.

**KNOWLEDGE, SKILLS, ABILITIES**

* The following knowledge, skills and abilities are required in this position:

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| * Microsoft Windows / Office.
* Excellent communication in written, oral and interpersonal skills.
* Valid non-GDL Class 5 Driver’s License
 | * Ability to multi-task.
* Ability to adhere to multiple concurrent deadlines.
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* The following are considered assets or preferences in this position:

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| * Municipal government experience.
* Advanced Excel.
 | * Knowledge of Muniware financial software.
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**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Working Environment**

* Open office environment.
* Fast paced with multiple deadlines.

**Physical Demands**

* Long periods of sitting and concentrating on a computer screen.
* Lifting up to 15 kg.

**ACKNOWLEDGEMENT AND SIGNATURES**

| I declare that I have read the contents of this job description and understand the duties, responsibilities and criteria assigned to this position. |
| --- |
| **Employee Signature:** |  | **Immediate Supervisor Signature:** |  |
| **Date:** |  | **Date:** |  |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.