MUNICIPALITY OF HURON SHORES

POSITION DESCRIPTION

Position: Receptionist/Cashier (Accounting Assistant)	**Date approved:**
Reports to: Treasurer/Tax Collector	**Approved by:**

POSITION SUMMARY:

As assigned by the Treasurer/Tax Collector, performs a number of diverse clerical activities, such as, purchasing, issuing tax payments and receipts, Assessment Roll upkeep, issuing billing and tax collection notifications; and addressing inquiries.

Major Duties and Responsibilities:

- Assists with the mailing of Tax billings, receives Tax payments, issues receipts; reconciles and makes bank deposits; records address/ownership changes to the Tax Rolls, as required. As directed, by the Treasurer/Tax Collector, prepares correspondence relating to the billing and collection of taxes.

- Assists with the Accounts Payable function and the maintenance of the Treasury Department filing system.

- Issues invoices for municipal materials and services provided and follows-up, as required.

- Responsible for the proper performance of clerical duties associated with the municipal purchasing function: conducts necessary research, places order and follows-up with suppliers; etc. Tracks inventory usage of administrative supplies and re-orders as necessary. Ensures that all purchases are within the budgetary allotment and in accordance with the Municipal Purchasing Policy.

- In the absence of the Receptionist/Clerical Assistant:
    - Issues Fire Permits and dog tags in accordance with municipal policies. Receives and records payments.

- Assist with the booking of municipal facilities i.e. Arena and Community Centres. Collects deposits; receives payments; issues receipts and makes bank deposits; orders supplies for the facilities, as required.

- Greets visitors to the Municipal Office, answers phones and redirects calls as needed; records messages when individual staff members are not available; responds to general enquiries and complaints, as able.

- Completes arrangements for registration of municipal staff at courses, conferences etc. Makes hotel reservations and travel arrangements, as required.

Education/Experience/Skills

Education: Grade 12 or an acceptable combination of education and related experience. Completion of the Municipal Accounting and Finance Program and/or Municipal Tax Administration Program preferred.

Experience: Minimum one (1) year related experience.

Skills: General knowledge of municipal accounting requirements and practices.
Good interpersonal and communication skills (oral and written).
Good level of computer literacy.

Independence of Action

The work requires the application of established methods or procedures; may involve a choice of methods.

Impact of Errors

Errors could result in a minor loss of time or resources and may affect the work of others.

Contacts

Courtesy and tact required in explaining, exchanging data or information.

Leadership

Leadership responsibility is not normally part of the job requirement.

Physical Demands/Sensory Demands

Majority of work is performed in a typical office setting. Visual concentration required when inputting computer data. Aural concentration required when answering the telephone, responding to enquiries and/or complaints, taking messages etc. Occasionally required to lift and/or move items of a medium weight.

Working Conditions

Work is usually performed in a typical office setting. Occasionally required to deal with difficult people. Frequent interruptions.