



Corporation of the Township of Gillies

Job Description

Job Title: Administrative/Finance Assistant

Reports to: Clerk-Treasurer

Salary Range: \$40,000 to \$50,000

Job Type: Permanent – Full time - Benefits

Position Summary:

Reporting directly to the Clerk-Treasurer, the Administrative/Finance Assistant provides administrative support under the direction of the Clerk-Treasurer to assist her with her statutory duties. This is an entry-level position with opportunities to learn and grow within the role. The Administrative/Finance Assistant operates within policies, procedures, and priorities established by legislation, by-laws, resolutions, and accepted office management practices. The position involves working four days a week, Monday to Thursday, with night meetings expected for Council Meetings every three weeks and other occasional meetings as required.

General Responsibilities:

- Provide general administrative and clerical support to the Clerk-Treasurer.
- Respond to telephone and in-person inquiries, providing appropriate responses or directing inquiries to the appropriate staff.
- Sort and distribute incoming mail and email.
- Order office supplies as required and occasionally pick them up.
- Schedule meetings and arrange for details as required, including preparing and setting up online meeting software (e.g., Zoom, Teams) when necessary.
- Perform other related duties as assigned.

Specific Responsibilities:

General Office Duties:

- Perform reception duties and manage incoming communications.
- Organize and maintain office supplies, ensuring they are replenished and ready for use.
- Handle general office tasks such as photocopying, faxing, and filling paper in trays.
- Schedule and prepare for meetings, including virtual setups with online meeting software.
- Assist with meetings and general organization.
- Perform reception duties and manage incoming communications.
- Organize and maintain office supplies.
- Schedule and prepare for meetings, including virtual setups with online meeting software.
- Assist with meetings and general organization.
- Perform other related duties as assigned.

Administrative-Related Duties:

- Proofread documents for accuracy and consistency.
- Prepare drafts for various communications, reports, and documents.
- Conduct research as needed to support municipal operations.
- Assist with committee meetings, including preparation of supporting materials, and note taking.
- Prepare materials for meetings and ensure readiness for attendees.
- Maintain the records management system, including record retention schedules and backups.
- Ensure compliance with municipal policies through proper records and documentation practices.
- Recommend procedure, policy, or by-law changes to the Clerk-Treasurer when necessary.
- Perform other related duties as assigned.

Financial-Related Duties:

- Accounts Payable: Enter invoices, prepare cheques, online payments, and bi-weekly reports.
- Prepare bi-weekly payroll for direct deposit and manage monthly source deductions, including WSIB and EHT.
- Prepare and print tax billings for mailing.
- Prepare bank deposits and monthly bank reconciliations.
- Balance taxes receivable to the General Ledger monthly.
- Receive tax payments and miscellaneous payments, issuing receipts.
- Prepare tax arrears letters and tax registration files.
- Prepare various financial reports for final review and sign-off by the Clerk-Treasurer.
- Perform other related duties as assigned.

Education/Experience:

- Completion of post-secondary education in a related field; or
- Relevant experience as an Administrative/Finance Assistant in a municipal office or similar setting; or
- Relevant experience as an Office Administrator.
- At a minimum, bookkeeping/accounting knowledge; experience in these areas is an asset.
- Experience with records management is an asset.
- Willingness to learn job-specific software and procedures with guidance.

Requirements:

- While prior experience is valued, it is expected that some skills can be learned on the job in a timely manner, with training and support provided.
- Able to follow direction.
- Ability to follow and uphold policies effectively.
- Superior time management and organizational skills.
- Maintain and demonstrate integrity in all aspects of work.

- Strong administrative, research, and analytical skills with attention to accuracy and detail.
- Effective communication skills, both oral and written.
- Good judgment, sensitivity to co-workers and public needs, and opinions.
- Ability to work independently with minimal supervision.
- Proficiency in Microsoft Office applications, specifically Excel, Word, and PowerPoint.
- Knowledge of online meeting software (e.g., Zoom, Teams) and the ability to prepare and manage virtual meetings.
- Ability to effectively use the Munisoft software program for municipal operations.
- Ability to learn and adapt to new software applications quickly.
- Willingness to learn and grow within the role, including mastering job-specific skills.
- Exceptional customer service skills with tact and courtesy.
- Ability to work under pressure, meet deadlines, and multitask in a fast-paced environment.
- Knowledge of municipal government and finances (an asset).
- Physical ability to lift up to 13 kg (30 lbs).
- Valid driver's license and access to a vehicle. Mileage is compensated for work-related travel.
- Acceptable Criminal Records Check.

Work Environment:

- Scent-free environment.
- The municipality strives to uphold a non-bullying, non-harassment workplace culture.
- Employees are expected to foster a positive, no-drama atmosphere.
- Professionalism and mutual respect are essential to maintaining a collaborative and productive work environment.
- Clear and respectful communication is valued to ensure a constructive and efficient workplace.