

Job Title: Treasury Assistant
Department: Financial Services
Supervisor's Title: Financial Services Director/Treasurer

Note to the reader: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.

Purpose of the Job

Under the direction of the Financial Services Director/Treasurer, the Treasury Assistant is responsible for providing accounting and finance services including cash receipting, bank deposits, accounts payable and accounts receivable. Provide payroll support, including employment record preparation.

Key Responsibility 1

Cash Management

- Collect all receipts, balance batches and prepare bank deposits for general administration
- Oversee the daily transfer of cash sub ledger batches to the bank reconciliation program
- Receipt all telebanking, postdated cheques and cemetery investment cheques and others as required
- Prepare and maintain list of income tax receipts for donations
- Conduct annual front counter security alarm checks
- Act as back up to Recreation department for this function

Key Responsibility 2

Accounts Payable

(Recreation, Cemetery, Water, Sewer)

- Receive and distribute invoices to the appropriate department manager for approval
- Review invoices for accuracy, appropriate coding and approval
- Enter invoice transactions into appropriate financial software (work tech/great plains)
- Respond to telephone calls, faxes, emails, and mail from vendor staff concerning problems or questions regarding a particular credit note or invoice (e.g. payments, outstanding invoices)
- Act as backup to other Treasury Assistant for completion of other department payables.

Key Responsibility 3

Accounts Receivable

(Recreation, Cemetery, Water, Sewer)

- Prepare invoices as directed from department managers for respective departments
- Post batches

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- Issue monthly statements and coordinate with appropriate department managers in regards to delinquent accounts for next steps in collection process.
- Follow up calls for collection where required
- Act as backup to other Treasury Assistant for completion of other departmental invoicing.

Key Responsibility 4

Payroll

- Collect, verify and process payroll for hourly and salaried employees, as well as volunteer firefighters and council. Calculate hours, compute and process payroll deductions. Maintain records of sick leave, vacation entitlement, etc.
- Maintain employee and council payroll records, and prepare data on new, retiring and terminated employees.
- Respond to employee and supervisor enquiries on payroll matters

Miscellaneous Responsibilities or Tasks

Other

- Provide backup support as required within the finance department
- Act as backup for daily reconciliation of landfill receipts with Wasteworks financial activity reports
- Assists the external auditors in their review of financial data related to duties
- Assist with large mail outs within the finance department
- Respond to routine utility enquiries as required
- Perform other duties as assigned by the Financial Services Manager/Treasurer

Health and Safety

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place).
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly and safe work area.

Education and Qualifications

- Post-Secondary Education in accounting
- Completion of the Municipal Administration and Finance Program (MAFP)
- 1 – 3 years' experience in a municipal environment
- 2 years' experience in payroll functions

Knowledge, Skills, and Equipment

- Proven knowledge and experience in cash handling and banking deposit functions
- Proven knowledge and experience in accounts payable, accounts receivable and payroll functions
- Excellent interpersonal skills working with staff and providing customer service
- Ability to work as a team player
- Sound working knowledge of accounting software (Great Plains/Work Manager) and Microsoft Office solutions
- Strong organizational skills
- Ability to multi-task in a fast paced working environment, while maintaining a high level of accuracy and attention to detail
- Works with full range of office equipment including computers

Personal

Communication with internal and external individuals is regular in this position. Internally, this includes: municipal employees, managers and members of Council. Externally, this includes: the general public, consultants, members of the media, and government representatives.

Working Conditions

Work occurs in an office environment with a high degree of public contact, as well as exposure to highly sensitive and confidential issues, which may be of a personal nature. This position requires long periods of sitting, as well as consistent visual concentration upon computer screens. Occasional lifting of boxes is required. Hours of work are scheduled within the core operating hours of 8:30 A.M. - 4:30 P.M., Monday through Friday. Occasional overtime may be required to deal with peak periods.