

**Job Title:** Treasury Assistant  
**Department:** Financial Services  
**Supervisor's Title:** Deputy Treasurer/Tax Collector

*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 Deputy Treasurer/Tax Collector, the Treasury Assistant Coordinates accounting and administrative functions for Water, Sewer, Solid Waste Collection and Recycling including billings, adjustments and specialized accounts receivable. Initiates late payment process and conducts collections on overdue accounts. This position may also support accounting and finance services including cash receipting, bank deposits, accounts payable and accounts receivable.

### **Key Responsibility 1**

#### ***Utility Billing and Collection***

- Coordinate accounting and administrative functions for Water, Sewer, Solid Waste Collection and Recycling, including billings, adjustments, and specialized accounts receivable.
- Prepare and issue water, sewer, solid waste collection and recycling utility billings. Including creating billing levy batch, uploading/downloading information from autoread. Printing the levy report and checking for anomalies that may have occurred in levy preparation.
- Issue work orders through the Manager of Environmental Services in relation to meter read verification, and consumption concerns from customers.
- Initiate late payment process, preparing penalty batches, arrears notices, including issuing work orders through the Manager of Environmental Services for water service-shut-offs for non-payment of accounts.
- Prepare schedule of overdue accounts which are to be added to taxes.
- Establish and maintain water, sewer, solid waste collection and recycling account database.
- Prepare adjustments on levies as required.
- Set up and maintain pre-authorized payment files including negotiating and authorizing payment plans and the generation of banking batch.
- Prepare invoices related to water and sewer services. (Deduct metering and excess sewage: P.O.G, Grand Bend Motorplex, Buckland Acres, Grand Cove Estates, Veri Hydroponics and Maple Grove Syndicate)
- Perform month end procedures including reconciliation of sub ledger to general ledger and prepare the necessary year end reconciliations for audit purposes.
- Prepare and distribute to the Environmental Services Department, consumption data reports for statistical data analysis

### **Key Responsibility 2**

#### ***Customer Service***

## **Job Description – Treasury Assistant**

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- Respond to utility customer inquiries, clarifying information, and resolving problems, turning negative situations to positive ones.
- Prepare required customer correspondence related to utility accounts.
- Process NSF cheque's and NSF pre-authorized payments.

### **Key Responsibility 3**

#### **Support**

- Work with Deputy Treasurer/Tax Collector to coordinate entry of common accounts in the accounting system.
- Support accounting and finance services including cash receipting, bank deposits, accounts payable and accounts receivable.
- Perform other duties as assigned by the Deputy Treasurer/Tax Collector.

### **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**

- College Degree in accounting or business administration or combination of education and experience.
- Ability to provide a criminal record check deemed satisfactory to the Municipality.

### **Knowledge, Skills, and Equipment**

- Knowledge of the municipal environment an asset.
- Experience in use of computers and Microsoft Office suite and Great Plains Dynamics financial system; exposure to Work Tech cost accounting utility, utility billing software, GIS tools, and report writing tools.
- Good customer service skills and ability to communicate orally and in writing.
- Excellent mathematical and problem solving skills.
- Ability to work in a public environment with a high level of attention to detail.
- Strong time management skills.
- Ability to follow procedures and to request assistance when necessary.

### **Personal Contacts**

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.