

**Township of Southgate**  
**JOB DESCRIPTION**

Date of Update: <b>December 1, 2021</b>	<b>Finance Assistant – Revenues</b>
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**Section A: Position Description**

**1) Position Identification**

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: William Gott
Job Title: Finance Assistant - Revenues	Supervisor's Job Title: Treasurer
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department / Division: Finance
Employment Status: Permanent Full Time Salaried	Pay Band: 12

**2) Scope of Position (A maximum of three sentences.)**

Responsible for processing wastewater/water billings and miscellaneous invoices for third-party billings from all departments.

Share in the responsibility for front counter/reception duties, answering phones, taking payments and tax collections.

~~Handle requests and process contracts for rentals of all municipal facilities.~~

Key Responsibilities	Tasks	Percent of Time
Utility Receivables	<ul style="list-style-type: none"> <li>- Process, print and mail wastewater/water billings (bi-monthly), past due notices and collections (as needed).</li> <li>- Update customer records regarding relocations and/or property sales and arrange meter readings to issue final bills.</li> <li>- Provide water certificates as requested by solicitors.</li> <li>- Maintain wastewater and water billing ledger, journal, customer history, etc.</li> <li>- Setup all new wastewater/water accounts</li> <li>- Records the transfer of eligible uncollected utility, animal, and miscellaneous receivables to tax roll</li> </ul>	65%
Solid Waste	<ul style="list-style-type: none"> <li>- Maintain waste cart database when new serial numbers are assigned.</li> <li>- Issue invoices for waste carts and annual tipping fees.</li> <li>- Issue Waste Landfill/Transfer Station invoices as required with follow up to include past due notices and collection of outstanding accounts.</li> </ul>	5%
Animal Licensing	<ul style="list-style-type: none"> <li><del>—Order license tags</del></li> <li><del>—Issue invoices and follow up to include past due notices and collection of outstanding accounts.</del></li> <li><del>—Balance all receivables to sub-ledgers (monthly).</del></li> </ul>	x%
Miscellaneous Accounts Receivable	<ul style="list-style-type: none"> <li>- Issue invoices for <del>departments</del> third party billings from all departments with follow-up to include past due notices and collection of outstanding accounts.</li> <li>- Process miscellaneous receivables for public works including entrance and civic address permits.</li> <li>- Balance all receivables to sub-ledgers (monthly).</li> </ul>	10%
Taxation	<ul style="list-style-type: none"> <li><del>—Provide administrative support for taxation matters (i.e. customer inquiries, sending tax bills/notices, etc)</del></li> <li>-</li> </ul>	x%
Cash Receipts	<ul style="list-style-type: none"> <li><del>—Process/record EFT receipts (daily) [except Mortgage companies]</del></li> <li>- Responsible for taking payments and tax collections at Front Counter.</li> <li>- Assist in balancing cash deposit to register (at least weekly)</li> <li>- Create and send Utility Receivable PAP files to bank (monthly)</li> <li>- Backup to other cash receipts not listed in this job description.</li> </ul>	10%

Facility Scheduling	<del>—Receive bookings and issue contracts for rentals of municipal facilities</del> <del>—Issue invoices for use of municipal facilities</del>	x%
Other	<ul style="list-style-type: none"> <li>- Controls and reconciles petty cash</li> <li>- Share in the responsibility for front counter/reception duties, answering phones, etc.</li> <li>- Backup Support for other receivables not listed in this job description.</li> <li>- Represent the Municipality when performing day-to-day duties (i.e. contact with public).</li> <li>- Performs all other duties as assigned by Supervisor.</li> </ul>	10%

## Section B: Skills

### 1) Formal Education and External Training

<u>Highest level required</u> <input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College  <input type="checkbox"/> University Degree <input checked="" type="checkbox"/> Individual Courses  License or Professional Designation Not required  Is it a requirement of your job to keep "up-to-date" by reading or taking courses / seminars? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Discuss: May attend courses/seminars on an as-needed basis.	<u>Specific Specialty or Degree? (List)</u>  2 year Community College Diploma in Business Administration or equivalent work experience of 5 years is preferred.
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### 2) Required on the Job Training

<b>Specific Internal Training</b> Keystone User Group Meetings/Training Courses. Neptune	<b>Months to Complete</b> Twice annually As required/offered
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### 3) Work Experience

Experience	Minimum Years Required
• Computer experience	2 years
• Accounting experience	2 years
• Cash handling	2 years
• Dealing with the public	2 years

### 4) Other Key Skills:

- Good organizational skills
- Good communication and interpersonal skills
- Good computer and software application skills
- Good mathematical skills

### 5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily		
Co-workers (other dept.)	Daily		
Supervisor (my dept.)	Daily		
Supervisor (other dept.)	Frequently		
Dept. Head (my dept.)	Frequently		
Dept. Head (other dept.)	Occasionally		
CAO	Occasionally		
Council (your own)	Seldom		
External Contacts	Frequency	Purpose	Method
Ratepayers	Frequently		
General Public (Not residents)	Occasionally		
Children/Students	Seldom		
Seniors	Seldom		
Staff in other municipalities	Seldom		
Business representatives	Seldom		
Consultants, Engineers, Planners, etc.	Seldom		
Auditors	Annually		
Suppliers	Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Seldom		
Boards	Seldom		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Software Support Tech.	Seldom		

**Interpersonal skills:**

Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising

**6) Decision Making**

Must use judgment and tact in dealing with complex problems relating to the day-to-day operations of the Municipality.

Must be empathetic, yet proactive when dealing with the public, employ human relation skills.

**7) Problem Solving Responsibilities**

Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems. Complex issues are escalated to the appropriate individual(s)

**8) Equipment & Technology Utilized**

Operating systems, Accounting software, Tax module, Utility billing software, Microsoft products.

**Section C: Responsibility****1) Program Delivery**

Supports the delivery of administration and financial programs.

**2) Impact and Accountabilities**

Must maintain confidentiality where residents/ratepayers are concerned.

Must ensure accurate data entry as errors can result in incorrect invoicing to customers.

**3) Supervision**

<b>Direct Subordinates – Job Titles</b>	<b>Number of Staff</b>
None.	
<b>Indirect Subordinates – Job Titles</b>	<b>Number of Staff</b>
None.	
<b>Provides training/instruction to others – Job Titles</b>	<b>Number of Staff</b>
None.	

#### 4) Material and Information Resources

Computers and other standard office equipment.  
Confidential customer information.

#### 5) Financial Resources

Not directly responsible for expenditures of money; however, responsible for handling, balancing and accuracy of recorded collections.  
Responsible for accurate accounting data entry and reporting.

### Section D: Working Conditions

#### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature	X				
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				
Other (Specify) Physical Aspects					

#### 2) Health & Safety Hazards

Minimal hazards, office environment

#### Health and Safety Responsibilities

Responsible to perform duties in a Health and Safety conscious manner.

#### 3) Travel

Travel to seminars to occur occasionally.

#### **4) Driving**

Driving to seminars to occur occasionally.

#### **5) Mental Environment**

Busy office environment, open concept.  
Constant interruptions, dealing with unhappy people (sometime ratepayers) and deadlines contribute to stress.

### **Section E: Effort**

#### **1) Mental Effort**

Strong mental effort required for accuracy.  
Deadlines and task management are major components of work effort.  
Constant interruptions – public, residents, co-workers, telephone.

#### **2) Physical Effort**

Minimal physical effort required.  
Excellent keyboarding skills. There will be long periods of data processing required.  
Prolonged periods of sitting.

### **Section F: Additional Information**

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

#### **Supervisor Comments**

I have reviewed this job description with the employee and make the following comments.

**Employee:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_