

MUNICIPALITY OF CALVIN
ADMINISTRATIVE ASSISTANT
POSITION DESCRIPTION

REPORTING TO:

Clerk-Treasurer

GENERAL PURPOSE OF POSITION:

To assist the Clerk-Treasurer/Deputy Clerk-Treasurer in the management of the administrative and financial operations of the Municipality according to legislation and Council policies.

To assist the Clerk-Treasurer/Deputy Clerk-Treasurer in the fulfillment of the statutory duties outlined in the Municipal Act and other Provincial legislation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General reception duties. (answer phones, receive & send faxes, reception at front desk, opening & sorting of mail)
Respond to general inquires referring detailed requests to the Clerk-Treasurer, Deputy Clerk/Treasurer or appropriate Department Head.
Prepare general correspondence as required (eg. Letters & follow up to Council meetings)
Manage Municipal elections and referenda as an Election Official
Cash receipting and preparation of bank deposits
Accounts Payable
Accounts Receivable (responsible for accurate tracking of all unpaid accounts)
Bi-weekly Payroll and monthly payroll remittance
Issue Records of Employment
Quarterly WSIB remittance and Annual EHT return
Monthly bank reconciliation and associated journal vouchers to G/L
Calculate monthly penalties & interest to overdue property tax accounts
Client changes to tax system (including name/address changes and mortgage changes)
Weekly back up of computer system and updates to antivirus software
Ensure that iCity software updates (kits) are downloaded to the system as required
Maintain accurate records and organized files
Bookings of hall rentals and ensuring the custodial staff is made aware prior to all dates that the hall is in use
Maintain accurate Cemetery records and complete Year End reporting to the Province
Maintain accurate Tile Drain records of payments received from debentures and ensure timely payments are made to the Province
Responsible for all Year End balancing and reporting functions for A/P, A/R, Cash Receipting (Bank Reconciliation) and Payroll (i.e. reports and T4's)
Attend training sessions and seminars as necessary
Prepare Calvin Flyer or any publication for mailing
Keep a daily journal/log book
Keep website up to date
General clean-up of office area as needed

Assist with the following responsibilities:

- Month end, year-end procedures and reports
- Requests for tax certificates
- Year-end clean up and storage of files and records
- Annual Budget preparation
- Collection of current taxes and tax arrears
- Gathering and preparation of data for studies, reports and recommendations
- Preparation of financial, statistical and operational reports
- OPTA and Performance Measurement
- Preparation of business proposals for grant programs
- IT maintenance and troubleshooting
- Remaining current in knowledge on Federal, Provincial and Municipal legislature
- Other duties relating to the above as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employer

Employee

Date