



Administrative Assistant

Full Time Career Opportunity

SCOPE OF POSITION/SUMMARY OF DUTIES:

The primary role of the Administrative Assistant is to ensure that all administrative functions as it relates to the municipal office are completed in a timely and accurate fashion. This unionized position, under the direction of the CAO Clerk Treasurer, to whom he/she reports, works closely with the Deputy Clerk. This position offers a comprehensive benefit package and an hourly compensation rate of \$27.50/hr.

DUTIES AND RESPONSIBILITIES:

- Full receptionist tasks and responsibilities including greeting visitors to the office, in person, by phone or email. Provide responses to all enquiries or direct them to appropriate personnel.
- Sort and distribute incoming mail and prepare outgoing mail.
- File correspondence, including letters, emails, invoices, and other documents.
- Monitor office supply stock and replenish as necessary.
- Utilize office equipment such as but not limited to photocopier, printers, fax machines, computers.
- Update social media accounts (website, Facebook etc.)
- Process and complete all cemetery plot purchases/transfers and burial transactions.
- Process and complete recreation facility booking transactions.
- Process payments either in person or online for all payments including taxes, licenses, permits, cemetery transactions, certificates or other revenues.
- Undertake bookkeeping tasks including reconciliation of cash receipts, prepare bank deposits, process cheques and payments.
- Prepare payroll timesheets and other reports for approval prior to processing.
- Process payroll and its remittances for health insurance, WSIB, CRA etc.
- Perform other office support duties as assigned.



WORKING CONDITIONS:

- Work independently under typical public office conditions subject to frequent interruptions.
- Work is subject to significant stress due to tight; unyielding deadlines imposed by statute, shifting priorities and demands of the public, including at times, irate taxpayers.

QUALIFICATIONS/REQUIREMENTS

- Minimum 5 years related experience in an office environment, preferably in a municipal office setting.
- Minimum 5 years experience processing payroll, accounts receivable and payable transactions. Formal accounting education credentials are a definite asset.
- Demonstrated experience updating websites.
- Superior skills and experience in the use of Microsoft Office, Quick Books programs and general office equipment.
- Exceptional organization skills to manage demanding multiple simultaneous tasks.
- Proven ability to deal with difficult people in an office environment serving the public.
- Verifiable ability to work in an office environment where priorities change and the need to be adaptable and flexible is critical to carrying out the role.
- Due to the nature of the work, confidentiality is mandatory.
- Class G driver's license and the ability to use own vehicle to carry out office deliveries such as bank deposits and supply pick ups, as required.
- The nature of the role is such that a clean vulnerable sector check is mandatory.
- Must be available to work Mon to Fri, 8:30 a.m. to 4:00 p.m.

HOW TO APPLY

- Submit a cover letter detailing how you meet the qualifications and requirements of this position, along with a resume of your related experience, and 3 recent work references who can attest to your experience as they relate to the position qualifications/requirements, by email, to cao@calvintownship.ca, no later than 4 p.m. November 15, 2024. **Only applications received meeting the requirement as described above will be considered.**
- Note: As a condition of employment the successful candidate will be required to provide a Vulnerable Sector Check and proof of a Valid G driver's license. So as to not delay a hiring date, applicants whose qualifications are aligned with the position requirements as described above are encouraged to begin the process of obtaining a Vulnerable Sector Check as soon as possible.

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General Email: administration@calvintownship.ca