



Treasury Administrative Assistant

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Join our dynamic and innovative team, where you will work in a friendly challenging setting, committed to fostering professional growth while supporting work-life balance.

The Township seeking a dedicated and responsible individual for a full-time opening in the Treasury department. Under the leadership of the Chief Financial Officer and Deputy Treasurer the Treasury Administrative Assistant will play an important role in the daily financial operations of the municipality.

Skills and Qualifications:

- Post-secondary education in business administration, public relations, or related discipline or equivalent work experience, considered an asset
- Strong verbal and written communications skills
- Understanding of accounting services

Key Responsibilities:

- Responds to property tax, assessment and a variety of other municipal enquires
- Collect payments and issues receipts
- Process Accounts Payable and Accounts Receivables
- Balances and prepares daily bank deposits
- Purchases office supplies
- Scans and files electronically a variety of documents
- Drafts and prepares correspondence to property owners, lawyers and agents.
- Maintains and balances municipal fuel system
- Supports municipal departments and assist with special projects
- Assists with reception duties as required

Compensation: \$54,384 to \$61,800, 35-hour work week.

Visit employment opportunities on our website www.sequin.ca for the complete job description.

If you are interested in this opportunity, please submit your resume and cover letter to by April 5, 2024, attention Christine Dixon, careers@sequin.ca

We look forward to hearing from you!

Seguin Township is an equal opportunity employer and is committed to diversity and inclusion in our workplace. We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility and candidate selection and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Accommodation for persons with disabilities will be provided throughout the recruitment process to support candidate participation.

Vaccination is a key element in the protection of employees against the hazard of COVID-19. New employees must comply with the Seguin Township Mandatory Vaccination Policy prior to commencing their employment.



Treasury Clerk/Administrative Assistant

- Department:** Treasury
- Reports To:** Deputy Treasurer / Chief Financial Officer/Treasurer
- Location:** Municipal Administration Building, 5 Humphrey Drive
- Salary Category:** 4 – 35 hour work week
- Review Date:** March 2024

Position Summary:

Provides accounting services for the Treasury Department.

The Township of Seguin expects all employees to work in an environmentally friendly way in all the tasks that they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government; and to recognize the uniqueness of the individuals they come into contact with and to treat them with dignity and respect.

RESPONSIBILITIES:

Customer Service

1. Provides backup for Reception, responding to enquires, giving out information, taking messages and redirecting calls.
2. Greets visitors at the front counter and provides information related to assessment figures, tax rates, tax arrears, ownership and address changes.
3. Collects a variety of payments and issues receipts.
4. Provides information to vendors of the township.

Accounting

5. Uploads electronic bank payments and enters tax payments daily.
6. Processes preauthorization tax payments.
7. Processes US cheques and applies US exchange.
8. Processes and distributes tax certificates for signature.
9. Reverses returned cheques including returned cheque fees and notifies ratepayers.
10. Processes accounts payable, verifying invoice amounts, coding and key entering invoices and processing cheques and/or EFT payments.

11. Processes accounts receivable for all departments.
12. Processes and balances incoming revenues including cash, cheques interac and electronic payments.
13. Balances and prepares daily bank deposits, including debit machine.
14. Tracks bid bonds, letters of credit, and deposits.
15. Reconciling accounts monthly for various departments.
16. Process minor adjustments to tax accounts, including Section 357 forms.
17. Balances monthly fuel program.
18. Maintains mortgage company information for property tax rolls.
19. Assists Treasurer and Deputy Treasurer with property arrears and collections.

Administration

20. Purchases offices supplies, coordinates purchases for other departments, obtain and summarize quotes for office equipment. Attends Muskoka Parry Sound Purchasing Group meetings.
21. Drafts and processes a variety of documents, including letters, spreadsheets and reports.
22. Scans a variety of documents files document electronically.
23. Enter Address and Ownership changes to update ratepayer information.
24. Prepares welcome packages for new ratepayers.
25. Opens and locks the safe, Ensures that documents, cash, etc. are secured daily.
26. Takes and distributes minutes for meeting if needed.
27. Complies with Seguin Township Policies and Procedures.
28. Performs other related tasks as assigned by management.

Physical Demands and Working Conditions

29. Position requires periods of sitting and standing, standard office environment.
30. 35 hour work week.

Qualifications

31. Effective command of all office procedures, including strong written and verbal communication, administrative, organizational, problem solving and time management skills.
32. At least one year of relevant experience, government/institutional setting preferred.

33. Completion or willing to enroll in the Municipal Tax Administration Program.
34. Postsecondary education focused on accounting, public relations or similar program, or equivalent work experience considered an asset.
35. Keyboard efficiency and capacity to operate or quickly learn relevant computer software.
36. Direct experience in a municipal setting and/or a similar organization concentrating on dealing with the public.
37. Working knowledge of legislation, regulations, policies and procedures that impact municipal government operations.
38. Demonstrated ability to be a team player with an ability to establish effective working relationships with other employees and the general public.