

TOWNSHIP OF HOWICK

Administrative Assistant Job Description

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| Department: | Finance |
| Reports To: | Treasurer/Manager of Finance |
| Position Status: | Permanent, Full-time |
| Normal Work Week: | 37.5 hours |
| Positions Supervised: | No supervisory duties |
| Location: | 44816 Harriston Road, Gorrie, ON |
| 2025 Salary Range: | Non-Union, Pay Band C - \$30.86 - \$36.10 per hour |

POSITION SUMMARY

Reporting to the Treasurer/Manager of Finance, the Administrative Assistant performs a variety of administrative and secretarial duties to support the operation of the Finance department. The Administrative Assistant is the main Township receptionist and is often the first point of contact for residents and stakeholders. They are also a cashier, processing payments, ensuring timely and accurate processing of financial transactions and providing excellent customer service. Other duties include processing of accounting and financial transactions using financial software systems, the preparation of reconciliations, journal entries and other ad hoc reports, issuing permits and licenses, records management, completing office supply orders, preparation and distribution of mail.

The Administrative Assistant will perform accounts payable duties, managing and processing bills and invoices, ensuring timely and accurate payment to vendors. This includes verifying invoice accuracy, recording transactions, obtaining supporting documentation, reconciling accounts, and resolving any discrepancies. In addition, the Administrative Assistant will perform and maintain accounts receivable functions including bank deposits, preparing, reviewing, posting, and reconciling journal entries.

KEY DUTIES & RESPONSIBILITIES:

- Provide reception services for the Township of Howick Township office.
- Answer telephone and email inquiries, issue dog licences and burn permits. Greet visitors and provide information regarding Property Taxes, other financial invoices, and all municipal departments, including redirecting inquiries to the appropriate township staff.
- Receive all invoices from vendors, departments, and mail.
- Process purchasing, accounts payable, accounts receivable, general ledger and other accounting related transactions in a timely manner, verifying accuracy, approvals, and account coding.
- Consults with Deputy Treasurer and Treasurer for processing vouchers, retrieving documents, and dealing with other accounting related issues.

- Cashier duties, completion of deposits and other cash handling duties.
- Invoices customers, prepares statements, reminder notices and other collection activity, as required.
- Investigates, analyses, and takes corrective action on erroneous accounting transactions.
- Prepare month-end and year-end accounts payable reconciliations comparing the subledger to the general ledger.
- Provide assistance/support for preparing the annual budget, budget monitoring, drafting financial policies, long and short-term investment strategies and grant applications.
- Monitor and maintain departmental documents/information on the Township external website with a continuous improvement and customer focused mindset.
- Document and maintain detailed financial procedures.
- Deliver professional assistance to staff as well as external contacts – acting as the first point of contact in order to direct requests appropriately.
- Receive and organize communications to Department Heads, including telephone calls, mail, and email messages, and provide assistance using independent judgement to determine what requires priority attention.
- Attend any departmental meetings and coordinate follow-up actions with staff.
- Maintain accounting records and filing systems.
- Anticipate, identify, and manage emerging issues and challenges.
- Independently and appropriately direct internal/public requests for departmental service.
- Research, compose and prepare high quality correspondence, reports, and presentations.
- Assist in the composition and preparation of media relations materials and presentations.
- Act as a professional, effective, and cooperative departmental liaison with peers and staff, representatives of other municipalities, the private sector, and the public.
- Conduct a variety of research and analysis as requested.
- Perform other related duties as assigned.

EDUCATION AND QUALIFICATIONS

- Experience related to the duties listed above, normally acquired through the completion of a diploma in Accounting, Business Administration or closely related discipline and experience in providing administrative support to senior management.
- Candidates with an equivalent combination of education and experience may be considered.
- Excellent organizational and office administration skills with the ability to manage multiple tasks in a busy environment and meet stringent deadlines.
- A self-starter with good critical thinking and problem-solving skills.
- Knowledge of computerized municipal accounting software.
- Excellent oral and written communications skills.

- Excellent interpersonal and team skills to deliver exceptional customer service both internally and externally.
- A high level of professionalism and being flexible in adapting to change.
- Ability to respect and maintain a high level of confidentiality with sensitive issues.
- Working knowledge of Microsoft Office software with a focus on advanced Excel skills, Microsoft Outlook, Internet Explorer and registration software application.
- Ability to support departmental leadership in coordinating and monitoring departmental budgets.
- Experience in financial systems (preferably Keystone) would be an asset.
- Knowledge of the Occupational Health & Safety Act.

WORKING RELATIONSHIPS

Internal – Daily communications with Finance and Administration staff, other municipal departments. Occasional interaction with elected officials.

External – Vendors/Suppliers, Township residents, agencies, community groups, other municipalities, other levels of government.

WORKING CONDITIONS

Normal office environment working conditions apply. May be seated for extended periods (2-3 hours). There are many interruptions, and deadlines to be met. Work is confidential in nature and requires significant discretion. Exposure to disagreeable people and situations can be expected.

IMPACT OF ERROR

- Misrepresentation of data or inaccurate information could reflect poorly on the Township and have legal, financial, and long-term consequences.
- Decisions have an impact on the work of others within the department.
- Moderate impact on public relations.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job, but this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

| Signatures/Approvals | Signature | Date |
|------------------------------|-----------|------|
| Incumbent: | | |
| CAO/Clerk: Caitlin Gillis | | |

Terms and conditions of employment as per all Human Resources policies and procedures of the Township of Howick.

The Township of Howick is an equal opportunity employer and supports applicants of all abilities. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Please contact the CAO/Clerk at clerk@howick.ca if you require accommodation.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

Personal information being collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purpose of candidate selection.