



### Position Synopsis and Purpose

This job description is under review and subject to change. Currently reporting to the Revenue and Taxation Coordinator, the Finance Administrative Assistant is responsible for providing day-to-day financial support related to property tax collection, utility billing, other municipal revenue services and other municipal functions. This role includes assisting with maintaining property tax and assessment databases, processing payments, and supporting financial reporting and analysis. The Finance Administrative Assistant ensures that all activities are completed in compliance with applicable laws, regulations, and municipal policies, while providing customer service to residents, external stakeholders, and internal clients.



### Responsibilities

This job description is a draft and may be subject to change. The responsibilities and qualifications listed here could evolve based on business needs.

- **Taxation and Utility Billing:**
  - Assist with the collection of property taxes, utility payments and building permits, including electronic payment processing, issuing receipts, and verifying payments.
  - Assist with the maintenance and the update property tax and utility billing systems, ensuring the accuracy of tax assessments and property information.
- **Financial Reporting:**
  - Prepare daily bank deposits and ensure that they reconcile with the posting ledger.
  - Assist in the preparation of financial reports, tax statements, and other financial documents.
  - Provide support for year-end financial processes
- **Customer Service:**
  - Serve as the contact for taxpayer inquiries related to property assessments, tax payments, and billing questions for both tax and water.
  - Provide accurate information to the public, property owners, lawyers, and other stakeholders regarding property tax data, assessments, and related municipal policies.

- **Administrative Support:**
  - Support the preparation of financial analyses, reports, and other tax-related documents.
  - Assist with the preparation of pre-authorized payment (PAP) calculations for taxation and water billing.
  - Handle customer inquiries and complaints, both in person and by telephone, ensuring efficient and effective resolutions.
  - Provide accurate information to the public, property owners, lawyers, and other stakeholders regarding property tax data, assessments, and related municipal policies.
  - Provide reception coverage and assist with large mailouts for utilities and taxes.
- **Other Duties:**
  - Assist with the reconciliation of accounts receivable ledgers to the general ledger.
  - Provide backup support to other staff members within the department.
  - Perform other tasks as assigned.

*This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job in each of the respective departments. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual.*

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



## Preferred Qualifications

### Education (degree/diploma/certifications)

- Post-secondary diploma in accounting or a related field.
- Completion of the Municipal Accounting & Finance Program and/or Municipal Tax and Revenue Program.

### Experience

- 1-3 years of related experience in municipal administration preferably with focus on taxation, property assessments, or utility billing.

## Knowledge/Skill/Ability

- Proficiency in Microsoft Office (Excel, Word) and advanced skills in computerized accounting software (Vadim or PSD Citywide).
- Strong organizational skills, with the ability to function effectively under pressure and manage multiple tasks.
- Excellent communication skills, both written and verbal, for interacting with the public, colleagues, and external stakeholders.

## Other Requirements

- As a condition of employment, the incumbent must provide a successful criminal and vulnerable persons screening and background check.



## Work Conditions

- Physical demand requires significant computer work concentration and sitting in meetings. Normal hours of work are 35 hours per week, Monday to Friday.

*The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.*



<b>Position Title</b>	Finance Administrative Assistant
<b>Division</b>	Administration
<b>Department</b>	Finance
<b>Classification</b>	Union
<b>Hours per Week</b>	35
<b>Effective Date</b>	September 12, 2024
<b>Revision Date</b>	February xx, 2025

This job description is subject to change as business needs evolve