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| Job Title: | Finance Specialist |
| Last Revised: | August 2024 |
| Department: | Finance Department |
| Reports to: | Director of Finance/Treasurer |

PURPOSE OF THE POSITION:

Reporting to the Director of Finance/Treasurer, the Finance Specialist is responsible for the general functions of the Finance Department including accounting, regulatory reporting and filings, taxation and asset management, in addition to managing the administration of payroll-related policies, procedures, contracts, etc. and benefit administration. Additional responsibilities include billing, collection of taxes/revenue, respond to inquiries and complaints and ensure effective and efficient operations of the department.

KEY DUTIES AND RESPONSIBILITIES:

- Record revenue received including taxes, water/sewer billings, building permits and any other miscellaneous payments.
- Process interim, supplemental and final tax bills. Print tax bills, invoice mortgage companies and adjust pre-authorized payments.
- Maintain the Assessment Roll by processing adjustments received from MPAC.
- Balance, apply penalties and interest, send arrears letters and reconcile Accounts Receivable, Tax and Water receivable outstanding lists to the General Ledger monthly.
- Set up water accounts, review water readings, investigate off-average readings and process billing every two months. Arrange for readings and process billings for property sales and final billings.
- Review water list for arrears and zero-reads and relay that information to the Waterworks Department.
- Assist property owners, lawyers and real estate agents with assessment and tax information.
- Prepare bank deposits.
- Prepare tax certificates.
- Maintain property ownership records.
- Prepare invoices for other Township departments and maintain Accounts Receivable records.
- Receive and verify all invoices, sort, and match statements to related packing and/or shipping slips.
- Reconcile vendor accounts to monthly statements prior to data entry ensuring accurate balances and resolve any discrepancies in a timely manner.

- Enter invoices grouped by batches ensuring vendors are paid within established time limits avoiding interest charges.
- Reconcile reports to provide proper balancing of the General Ledger.
- Finalize cheques and electronic fund transfers (EFT) for mailing and distribution.
- Process bi-weekly payroll for staff.
- Ensure new hire and employee information is received and updated on time.
- Administer and process all benefit enrolments and changes to group health benefits (enrollment changes, status changes, terminations, etc.) and OMERS Pension Plan.
- Manage the WSIB process by completing any required WSIB forms, submitting claims and payment remittances.
- Collaborate with staff to ensure databases are updated with current asset condition ratings and that documentation is maintained.
- Participate in the development, coordination and implementation of the Township's Asset Management Plan.
- Ensure consistency with financials in reporting on the Asset Management Plan.
- Ensure compliance with all applicable federal and provincial regulations and Township policies.
- Assist in audit preparation including preparation of supporting schedules as required.
- Performing all other job-related tasks or special projects as directed.

POSITION QUALIFICATIONS:

- Completion of Grade 12 education or equivalent and a Diploma in Accounting or Business Administration, or a related field is preferred.
- Excellent oral and written communication skills including superior interpersonal skills.
- Minimum 1 to 2 years of experience working in a public setting.
- Highly motivated team player, with strong technical and analytical skills and an in depth understanding of business operations, processes and internal controls.
- Proficiency in Microsoft Excel and a willingness and ability to learn and apply new technologies.
- Knowledge of municipal accounting procedures is considered an asset.
- Strong analytical skills to interpret data and make informed decisions.
- Good organization and problem-solving skills with the ability to multi-task and prioritize.
- Bilingualism is considered an asset.

OTHER REQUIREMENTS:

- Valid class G driver's license
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all the work requirements of the position.

Applications will be accepted by email to

Zoe Bougie
Director of Finance/Treasurer
treasurer@northglengarry.ca

until

2:00pm on August 23, 2024.

Salary Range: \$57,720.66 to \$67,887.87, plus pension and benefits.

The Township of North Glengarry is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of North Glengarry will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.