

Township of South Frontenac Job Description

Title: Treasury Clerk
Department: Treasury Department
Reports to: Deputy Treasurer

Summary:

This position provides customer service as the main point of contact in the Treasury Department for areas such as taxation and utilities. The Treasury Clerk provides various functions including the receipt of payments and the maintenance of assessment roll fields and audits. When undertaking these functions, the incumbent develops and maintains a good working knowledge of all aspects of the municipal operations and the role of other levels of government and agencies so that the public is given factual information or referred to the appropriate source in a courteous and timely manner.

Duties & Responsibilities:

- Receives and records payments including tax revenues, other revenues and maintenance/processing of pre-authorized payment plans
- Maintains system of collection for tax arrears prior to tax sale
- Maintains files for mortgage companies and special tax accounts for billing purposes
- Responds to or initiates correspondence and telephone inquiries to provide or attain information on tax and utility accounts as required
- Maintains and updates tax master files in financial system and property tax files
- Assists and prepares documents in the preparation and maintenance of special schedules/reports as required.
- Processes and maintains accounts receivable ledger transactions for all departments including preparation of invoices and follow up.
- Assists with the regular follow-up of all delinquent accounts including reminder notices, telephone and mail contacts in order to ensure that proper collection procedures are maintained
- Assists in audit preparation and schedules as required
- Responsible for the maintenance and accuracy of assessment roll fields including customer records, mailing address, special charges, solid waste tag distribution, licensing and process assessment roll audits including mailing address, property codes and roll additions and deletions.
- Processes general ledger and subledger reconciliations including bank reconciliations.
- Processes and maintains utility records including invoicing and customer records.
- Provides back up to Reception Clerk for front counter and incoming main line phone calls.

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- Performs any other related duties assigned by her/his supervisor [The number of employees in the Treasury office is relatively small. As a result employees are expected to assist each other when circumstances warrant. (e.g. providing phone/reception backup during busy times such as tax time, meeting circulation deadlines etc.)]
- Works in compliance with the provisions of the Occupational Health and Safety Act and Regulations

Supervision Received:

- Works under the general supervision of the Deputy Treasurer

Qualifications:

- Two (2) year post-secondary diploma in business administration or related discipline or equivalent combination of education and experience
- At least one year of relevant experience preferably in a government/institutional setting
- Must possess or be willing to successfully complete the Municipal Tax Administration Program (online) within two (2) years of starting employment as a Treasury Clerk (program tuition to be paid by employer)
- Keyboard efficiency and capacity to operate or quickly learn relevant computer software
- Effective command of all office procedures
- Direct experience in a municipal setting and/or a similar organization concentrating on dealing with the public.
- Working knowledge of legislation, regulations, policies and procedures that impact municipal government operations.
- Demonstrated ability to be a team player with an ability to establish effective working relationships with other employees and the general public.

Work Environment:

- Predominantly office based.

Other:

- This is a full time position in accordance with the Collective Agreement
- Compensation and benefits are in accordance with the Collective Agreement
- Probationary period – 6 months of active employment