



# TOWNSHIP OF LAURENTIAN VALLEY

## JOB DESCRIPTION

**JOB TITLE:** Public Works/Finance Office Clerk

**DEPARTMENT:** Finance

**REPORTS TO:** Treasurer/Deputy CAO and Public Works Manager

**DATE:** June 8, 2018

**POSITION CLASS:**

- PERMANENT  
 CASUAL  
 FIXED TERM – 6 MONTHS

**POSITION TYPE:**

- FULL TIME  
 PART-TIME

**HOURS: 35 HOURS/WEEK**

- COUNCIL MEETINGS  
 FLEXIBLE HOURS

### POSITION SUMMARY

The Public Works/Finance Office Clerk reports to the Treasurer/Deputy CAO and Public Works Manager and is responsible for providing, administrative, financial and clerical services.

### QUALIFICATIONS

- Post-secondary education and/or equivalent experience in business and/or finance is required.
- Previous experience in a Municipal Environment would be considered an asset.
- Computer literacy required particularly with Microsoft Office Suite in a Windows environment.
- Strong interpersonal skills combined with excellent oral and written communication skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to work with various members of the public.
- Knowledge of computerized accounting and payroll systems would be considered an asset.

### POSITION RESPONSIBILITIES

1. Telephone Receptionist.
2. Provides administrative support for the Public Works Department.
3. Alternate cashier/counter receptionist for the Corporation.
4. Responds to public inquiries and complaints.
5. Performs minor accounting duties.
6. Provides backup to the Office Clerk and Accounts Payable/Payroll Clerk.
7. Provides Assistance to all Department Heads as needed.



# TOWNSHIP OF LAURENTIAN VALLEY

## DETAILED JOB DESCRIPTION

**JOB TITLE:** Public Works/Finance Office Clerk

**DEPARTMENT:** Finance

**REPORTS TO:** Treasurer/Deputy CAO and Public Works Manager

**DATE:** June 8, 2018

POSITION RESPONSIBILITIES	POSITION DUTIES
1. Telephone Receptionist	<ul style="list-style-type: none"><li>• Receives, screens and routes telephone calls and voicemail to appropriate individuals and/or departments in a courteous and professional manner;</li><li>• Greets walk-in visitors;</li><li>• Accepts and enters all municipal payments as backup to the Office Clerk.</li></ul>
2. Provides administrative help for the Public Works Department.	<ul style="list-style-type: none"><li>• Field calls pertaining to general PW inquiries – snow removal, waste management, road conditions, street lighting repairs, etc.</li><li>• Prepare and track service requests through a data base</li><li>• Assist with updating asset management data</li><li>• General filing and typing - letters, press releases, notices, grant applications</li><li>• Code invoices to be approved</li><li>• Update website (posting tenders, recreation, jobs, etc.)</li><li>• Ordering parts and supplies and coordinate equipment rentals when required</li><li>• Assist with preparation of tenders &amp; quotations through to completion</li><li>• Attend meetings as required</li><li>• Assist with recreation inquiries and projects</li></ul>
3. Alternate cashier/counter receptionist for the Corporation	<ul style="list-style-type: none"><li>• Greets walk-in visitors when required.</li><li>• Accepts and enters municipal payments when required including telebanking, etc.</li><li>• Balances cash receipt batches and prepares bank deposits as backup to the Office Clerk</li></ul>
4. Responds to public inquires and complaints	<ul style="list-style-type: none"><li>• Responds to inquiries and complaints</li><li>• Issues pet licenses and burning permits as backup to the Office Clerk</li><li>• Distributes building permit application forms as backup to the Office Clerk</li></ul>

5. Performs minor accounting duties	<ul style="list-style-type: none"> <li>• Assist the Treasurer/Deputy CAO with budgeting and tracking of construction projects</li> <li>• Tracking of databases for various items, i.e. salt usage, mechanical repairs</li> <li>• Assist with the CityWide Software programs for Asset Management and Works modules.</li> </ul>
6. Provides backup to the Accounts Payable/Payroll Clerk	<ul style="list-style-type: none"> <li>• When required provide Accounts Payable duties in the short term absence of the Accounts Payable/Payroll Clerk</li> <li>• When required provide Payroll duties in the short term absence of the Accounts Payable/Payroll Clerk</li> </ul>
7. Provides assistance to Department Heads as needed	<ul style="list-style-type: none"> <li>• At the request of the Treasurer/Deputy CAO or Public Works Manager the Public Works/Finance Clerk shall be required to provide clerical assistance to all Department Heads</li> </ul>

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**