



Corporation of the Township of Gillies

Job Description (Under Review)

Job Title: Administrative/Finance Assistant

Reports to: Clerk-Treasurer

Salary Range: \$40,000 to \$50,000

Job Type: Permanent – Full time - Benefits

Position Summary:

This position is a support role, working closely with and under the direction of the Clerk-Treasurer. While the Administrative/Finance Assistant is expected to complete tasks independently once assigned, all work is carried out within established processes and under the Clerk-Treasurer's authority and final approval.

This position does not include decision-making authority and is not responsible for setting or altering procedures.

This entry level role is ideal for someone who fosters the idea of continued learning, is organized, respectful of structure, and committed to learning and contributing within clearly defined responsibilities.

Municipal Office Hours: Monday to Thursday, 8:30 a.m. to 4:30 p.m., with a half-hour lunch closure from 12:00 p.m. to 12:30 p.m.

Council Meetings: Attendance is required at regular Council meetings held every third Monday of the month (or Tuesday when Monday is a statutory holiday). Additional emergency, public, or special meetings may be scheduled as needed.

General Office Duties:

- Perform reception duties and manage incoming communications professionally and efficiently.
- Perform day-to-day tasks such as photocopying, scanning, faxing, shredding; sort incoming mail and preparing outgoing mail, including stuffing envelopes, applying accurate postage, and preparing envelopes.
- Monitor and maintain office supplies proactively. Replenish frequently used items (e.g., paper, toner, staples, stamps, envelopes) and restock shared tools after use.
- Ensure shared office resources (e.g., staplers, printer trays, shredder bins) are maintained, restocked, or emptied as needed to support a functional workspace.
- Carry out routine office tasks, including photocopying, faxing, filing, and restocking, while following records retention procedures.
- Schedule and prepare for meetings, including virtual setups using Zoom, OWL, and possibly other platforms, to ensure all materials and technical elements are ready.
- Assist with meeting logistics and general office organization when directed.
- Perform reception duties and manage incoming communications.
- Perform other related duties as assigned, within the scope of the position and under the direction of the Clerk-Treasurer.

Administrative-Related Duties:

- Proofread documents for accuracy, clarity, and consistency.
- Prepare drafts of communications, reports, and other documents as assigned.
- Conduct research to support municipal operations, under the direction of the Clerk-Treasurer.
- Assist with committee meetings, including preparing supporting materials and taking notes when required.
- Organize and prepare materials for meetings, ensuring they are complete and ready for attendees.
- Maintain the records management system in accordance with retention schedules and backup protocols.

- Follow established documentation procedures to ensure compliance with municipal policies.
- Procedure, policy, or by-law changes are not within the scope of this role and are to be implemented only under direct instruction from the Clerk-Treasurer.
- Perform other related duties as assigned, within the scope of the role and under the authority of the Clerk-Treasurer.

Financial-Related Duties:

- Follow protocols that ensure segregation of duties and support audit compliance in all financial processes.
- Support the Accounts Payable process by entering invoices, preparing cheques, assisting with online payments, and generating bi-weekly reports, under the direction of the Clerk-Treasurer.
- Prepare bi-weekly payroll for direct deposit and assist with monthly source deductions (e.g., WSIB, EHT), ensuring accuracy and confidentiality.
- Assist in the preparation and printing of tax billings for mailing, in coordination with the Clerk-Treasurer.
- Prepare bank deposits and assist with monthly bank reconciliations as assigned.
- Support the monthly balancing of tax receivables to the General Ledger. Changes to the General Ledger are not within the scope of this role
- Receive and process tax and miscellaneous payments, issuing accurate receipts and logging transactions in accordance with municipal procedures.
- Accurately handle cash, including receiving, reconciling, and carrying a float when required.
- Process bank payments only in the absence of the Clerk-Treasurer and strictly in accordance with pre-approved procedures.
- Assist in the preparation of tax arrears letters and tax registration files, as directed.
- Support the preparation of financial reports by verifying data for accuracy prior to Clerk-Treasurer review and sign-off.

- All financial tasks are subject to internal controls, public audit requirements, and mandatory oversight by the Clerk-Treasurer.
- A general understanding of accounts payable and cash handling processes is required; specific software training will be provided.
- Perform other related duties as assigned, within the scope of the role and under the direction of the Clerk-Treasurer.

Education/Experience:

- Completion of a post-secondary program in business administration, office administration, finance, or a related field is preferred, but not required.
- Equivalent experience in an administrative or finance-related office setting will be considered.
- A foundational understanding of basic office technology is required — including how to operate a computer, use email, manage digital files, and navigate standard office programs (e.g., Microsoft Word, Excel, Outlook).
- Familiarity with municipal government processes, accounting, or records management is considered an asset, but not mandatory.
- This is an entry-level position, but applicants must demonstrate readiness to learn municipal-specific tools and procedures without requiring basic computer or office equipment training.

Requirements:

- Demonstrates respect for organizational structure and follows direction within established roles and responsibilities.
- Maintains confidentiality and exercises sound judgment in handling sensitive or privileged information.

Accepts constructive feedback, takes accountability for mistakes, and demonstrates a commitment to ongoing learning.

- Able to perform effectively under deadlines, public scrutiny, and in a politically sensitive environment. Proficient with basic office technology, including email and Microsoft Office; able to learn new systems and software efficiently.
- Physically able to lift and carry office supply boxes and water jugs (up to 18 kg / 40 lbs) as required.
- Willing and available to attend evening Council meetings approximately every three weeks, or as required.
- Valid driver's license and access to a personal vehicle (mileage reimbursed).
- Acceptable Criminal Records Check..

Work Environment:

- Scent-free environment.
- The municipality strives to uphold a respectful, non-harassment, and non-bullying workplace culture.
- Professionalism, discretion, and accountability are expected at all times.
- Clear and respectful communication is essential to maintaining a collaborative and productive environment.
- Employees are expected to contribute to a positive and well-functioning workspace by following established procedures, maintaining shared resources, and working professionally, and cooperatively within defined roles.
- Knowledge of municipal government and finances (an asset).
- Physical ability to lift up to 18 kg / 40 lbs.
- Valid driver's license and access to a vehicle. Mileage is compensated for work-related travel.