

TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is currently accepting resumes for the position of **Receptionist-Accounting Assistant** for an 15-month contract with the possibility of extension.

Summary: Under the direction of the Treasurer, this role provides administrative and clerical support and is responsible for reception duties, receiving and processing payments, general office duties and processing accounts receivable.

Qualifications/Experience:

1. Post-secondary diploma with an emphasis in office administration, accounting, or a related field
2. Minimum three years of experience in accounting and customer service, including the ability to respond to and calm difficult customers
3. Experience with Microsoft Office programs particularly Word, Excel, and Outlook
4. Experience using Diamond/Great Plains financial software would be considered an asset
5. Criminal Reference Check (valid to 6 months of employment).

This position is scheduled to work 36.25 hours per week but requires the availability to work outside of scheduled work hours to perform standby, overtime and/or emergency response duties.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2024 rate of pay is \$25.02 - \$32.13 per hour with a pension plan that has a matching employer contribution.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than 1:00 P.M. on Wednesday, September 25, 2024, quoting "Receptionist/Accounting Assistant - Contract" by email at hr@carletonplace.ca



TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Administration
DIVISION:	Treasury
JOB TITLE:	Receptionist-Accounting Assistant
EMPLOYEE GROUP:	Non-Union
PAY GRID:	5
SUPERVISOR:	Treasurer
REVISION DATE:	June 2023

POSITION SUMMARY AND SCOPE:

Provides administrative and clerical support and is responsible for reception duties, receiving and processing payments, general office duties and processing accounts receivable.

DUTIES AND RESPONSIBILITIES:

1. Greets public, provides information, and directs inquiries to the appropriate contact;
2. Receives incoming phone calls and redirects or relays messages as necessary;
3. Receives and records payments and prepares receipts for services including water, taxes, pet registrations and deposits from other sites;
4. Balances cash register and prepares deposit summary daily;
5. Orders and maintains inventory of office supplies ensuring proper coding of invoices;
6. Prepares and distributes Accounts Receivable invoices, reminder notices, transfers and balances the account;
7. Reconciles Building Permit and Development Charge revenue received to the Building Department's records.
8. Records revenue for Childcare operations.
9. Manages Treasury team calendar;
10. Processes accounts payable transactions for Hydro, Gas and Visa.
11. Enters electronic payments received on the Town's bank statement daily using the Bank Deposit Module;
12. Provides routine information regarding taxes and water accounts;
13. General office duties including typing of correspondence, entering data in financial system or excel, photocopying, room bookings, mail distribution, document scanning and records management;
14. Operates office equipment such as fax machines, copiers, postage machine, scanners and phone system and assists with arrangement for services when required; and
15. Provides backup to other positions within the Treasury Department.

The above generally describes the duties involved with the position. However, as the work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Treasurer.

EDUCATIONAL REQUIREMENTS:

Post-secondary diploma with an emphasis in office administration, accounting, or a related field.

EXPERIENCE:

Minimum three years of experience in accounting and customer service, including the ability to respond to and calm difficult customers.

SKILLS AND COMPETENCIES:

1. Experience with Microsoft Office programs particularly Word, Excel, and Outlook;
2. Experience using Diamond/Great Plains financial software would be considered *an asset*
3. Demonstrated ability to maintain a professional demeanor and confidentiality when handling public enquiries, multiple demands, and complaints;
4. Demonstrated exceptional communication skills (both written and verbal);
5. Understanding of basic cash handling and general accounting principles and practices;
6. Highly organized with a demonstrated ability to prioritize, set schedules, handle multiple projects and competing demands, and meet deadlines; and
7. Must provide a current Criminal Reference Check (dated within 6 months).

WORKING CONDITIONS:

This position will be scheduled to work 36.25 regular hours in an office environment. However, on occasion, some after hour work may be required to complete special requests or projects. As these scenarios present themselves, the employee will be permitted to bank time as approved by the Treasurer. Local travel to seminars or workshops may be required from time to time.

PHYSICAL DEMANDS:

Repetitive physical actions: sitting, standing and regular movement with choice; use of standard office equipment; moderate visual demands involve reading; exposure to background noise.

MENTAL DEMANDS:

Minor stress generated by distractions, interruptions, deadlines, and conflicting demands. Occasional exposure to difficult customers. The employee must be able to manage potential conflicts that can occur between parties due to the nature of the office work. It may be necessary to manage a few requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time sensitive skills will be needed to complete some required tasks.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	General Public

APPROVED:

Receptionist-Accounting Assistant

Treasurer

CAO