

TOWNSHIP OF HILTON
Deputy Clerk-Treasurer
Job Description

1. **Position Title:** Temporary Deputy Clerk – Treasurer
2. **Reporting Relationship:** Reports to the Clerk-Treasurer
3. **Scope of Position/Summary of Duties:**
 - 3.1 Assists the Clerk Treasurer with all statutory duties;
 - 3.2 Maintains effective relations with the public while dealing with inquiries, complaints etc on a regular basis;
 - 3.3 Provides front desk reception including telephone and email;
 - 3.4 Processes payments and provides services in person, by mail, by email and electronic funds transfers;
 - 3.5 Assists with accounting duties such as data entry, cash balancing, bank reconciliations, etc as required;
 - 3.6 Assists with the maintenance of the tax information system for updates of ownership, addresses, etc;
 - 3.7 Assists with the maintenance of payroll administration;
 - 3.8 Assists with the preparation of agendas, resolutions, by-laws and minutes of Council meetings and follow-up activities;
 - 3.9 Assists with the preparation for and management of Municipal, School Board and related elections under legislation;
 - 3.10 Works within prevailing legislation, regulations and the Township's administrative and accounting practices;
 - 3.11 Performs other related duties as assigned by the Clerk-Treasurer.
4. **Authority of Position:**

Authority limited to direction given and to operating within accepted office and management policy.
5. **Working Relationships:**
 - 5.1 With the Clerk-Treasurer: When required receives direction and guidance; discusses plans and priorities;
 - 5.2 With Other Township Staff: Provides administration support as required;
 - 5-3 With the Public: Provides information and assistance as required.

6. **Knowledge and Skills:**

- 6.1 Ability to work well with others both in the workplace and with the public;
- 6.2 Ability to work without supervision;
- 6.3 Possess an elevated sense of confidentiality and judgement;
- 6.4 Have knowledge of bookkeeping and office administration through education and/or directly related experience;
- 6.5 Ability to complete assigned tasks accurately, efficiently and within scheduled time frames;
- 6.6 Possess excellent verbal and written communication skills;
- 6.7 Knowledge of Microsoft Word and Excel; familiarity with a computerized accounting program is an asset.

7. **Working Conditions:**

- 7.1 Works in a public office setting in full view of the public. Work is subject to frequent interruptions, hectic peak periods and deadlines.
- 7.2 Usual office hours; with a minimum of 24 hours a week. Extra time for evening meetings and peak periods if so required.

8. **Impact of Error:**

Accounting and clerical errors would result in confusion, duplication of effort, possible financial loss and annoyance.

9. **Control:**

General supervision from the Clerk-Treasurer.

10. **Probationary Period:**

Period of six (6) months with performance evaluation at three (3) and six (6) month intervals to be made by the Clerk-Treasurer and presented to Council for consideration.