



Treasury Clerk

Temporary: 12-Month Contract

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Reporting to the Director of Finance/Treasurer, the Treasury Clerk provides financial and clerical support by ensuring processing of supplier payments in accordance with established policies and procedures. This position is responsible for validating, entering, and processing payable and receivable data, verification of sales taxes, reconciliations along with audit support, assurance of ledger, and responding to all vendors and departmental inquiries. Provides backup to other finance and accounting functions in the Finance department and assists with front-line customer service.

Duties & Responsibilities, but not limited to:

Accounts Payable

- Receives and reviews all accounts payable invoices. Checks for accuracy and inputs invoices into the municipality's financial software system.
- Responsible for the process and production of all accounts payable cheques and Electronic Funds Transfers (EFTs) for all departments including levies, development charges, and OMERs. Ensures accuracy of all cheques printed, prior to release to vendors.
- Ensures all accounts payable cheques are properly signed and forwarded to the correct vendors.
- Maintains current vendor listing to ensure proper production of accounts payable cheques.
- Processing and submitting Safepay payables files and electronic files to the financial institution.
- Validation of invoice coding distributed to department heads and received pre-coded from department heads.
- Processing disbursements in a timely manner.
- Preparation of disbursement reports by department for Council.
- Reconciliation of vendor statements.
- Enforces policies and procedures including adherence to Procurement bylaws. Verifies authorized approval and supporting documentation and coding. Ensures accuracy of invoice, HST, dates, payment terms, and discounts. Resolves any discrepancies, and posts invoices in the finance system.

Accounts Receivable

- Prepares and issues municipal accounts receivable invoices, including, but not limited to; drainage, fire, roads, finance, and Developer Accounts and Cost Acknowledgement accounts.
- Ensures timely collection of payments for accounts receivable invoices, reconciling the account and issuing "Past Due" notices, when required.
- Responds to accounts receivable account inquiries and questions on a timely basis. Coordinates communication with appropriate staff and customers, when required.

- Balancing the aged accounts receivable trial balance to the general ledger.
- Cross-trained with the Tax/Finance Clerk to provide partnered support and backup with tax and water billings. Assists with processing cash receipt import files and payments, especially during tax and water billing periods.

Customer Service / General Office Duties

- Provides customer service; receives and responds to customer inquiries; deals with customers in respect to a wide range of needs quickly and efficiently for the Township at the counter, by phone, and through email; escalates/refers as required to appropriate personnel.
- Performs clerical procedures relating to the cash functions, including daily balancing of cash drawer, handling, processing, data input, issuing receipts, process payments and banking of payments received.
- Develops and maintains good working relationships with the public, municipal employees, vendors and other government agencies.
- Assists with preparation and mailing of finance related correspondence.
- Responsible for receipting, recording, and posting of municipal revenues collected including tax payments and general revenues (i.e. burn permits, dog tags etc.).
- Assists with posting and balancing of all post-dated tax and water payments received.
- Answers questions and provides information to taxpayers, customers and general public relating to taxation, accounts receivable and other finance department or municipal services.
- Prepares bank deposits.
- Researches and resolves cash related issues as they arise.
- Performs filing to ensure consistent records management.
- Ensures that goods and services have been received and that payments should be recommended.

Qualifications, Skills, Knowledge, Abilities:

- College Diploma in Finance, Accounting, Business Administration or related field.
- Minimum of 2 years of related accounting experience (including A/P and A/R), preferably in a municipal environment.
- Previous experience in customer service.
- Completion of or enrollment in the AMCTO program; CPA program; or Municipal Accounting and Finance Program (MAFP), considered an asset.
- Intermediate knowledge of MS Office (Word, Excel, Outlook, Teams).
- Knowledge of financial, purchasing and reporting software applications; experience with MS Dynamic/Great Plains an asset.
- Ability to work independently in a team environment.
- Ability to maintain confidentiality and safeguarding of records.
- Strong analytical, research, reasoning/negotiation, and problem-solving skills.
- Familiarity with the *Assessment Act*, *Municipal Tax Sales Act* and *Municipal Act* would be an asset.
- A keen sense of accuracy, thoroughness, and attention to detail with strong numerical abilities.
- Excellent organization and prioritization skills to meet deadlines.
- Well-developed interpersonal and public relations skills.
- Ability to communicate both verbally and in written form, in a clear, concise, effective and courteous manner to establish and maintain effective working relationships with staff and general public.

Annual Salary Range: \$53,521 – \$66,896 (2024 rates). Based on a 35-hour workweek.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with “Treasury Clerk” in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.