



Township of Dawn-Euphemia

Employment Opportunity

The Township of Dawn-Euphemia is located in Southwestern Ontario in Lambton County and has a population of 2,049. Primarily a rural, agricultural setting, the Township is seeking a dynamic, dedicated, self-starter to immediately fill the full-time position of **ACCOUNTS RECEIVABLE/RECEPTIONIST**.

Position: Full-time Accounts Receivable/Receptionist
Start Date: Immediately
Reporting to: Administrator-Clerk & Treasurer
Closing Date: Monday February 17, 2025 @ 4 pm
Annual Salary: \$44,839 (\$24.64/hr) - \$53,379 (\$29.33/hr) based on 35 hrs/wk

Summary: Reporting to the Administrator-Clerk and Treasurer, this position will provide telephone and front office reception, water billing, serves as cashier and provides clerical support to the Administration Departments. Processes payments and issues receipts for municipal taxes, water bills, dog licenses, permits and other related payments, reconciles cash, prepares deposits, and post transactions. The Township offers a competitive salary, pension and benefit package.

Qualifications:

- Minimum 2-yr post-secondary diploma in office administration or equivalent combination of education and experience in clerical/office functions.
- Municipal experience is an asset.
- Knowledge and experience in general office procedures and software including Microsoft Office and database management.
- Strong organizational and time-management skills; ability to effectively interact with the public in a professional manner; strong interpersonal, communication and problem-solving skills, both verbal and written; work with minimal supervision.

A copy of the job description is attached

More information at www.dawneuphemia.ca under "Alerts & Notifications"

Resumes will be accepted until **Monday February 17, 2025 @ 4 pm** by the Township of Dawn-Euphemia, 4591 Lambton Line, RR4, Dresden, ON N0P 1M0 Ph: 519-692-5148
Fax: 519-692-5511 or **Email: deputy.clerk@dawneuphemia.on.ca**

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted. The Township of Dawn-Euphemia is an "Equal Opportunity Employer". The Township will attempt to provide reasonable accommodation for a known disability for an applicant if requested.



TOWNSHIP OF DAWN-EUPHEMIA

POSITION DESCRIPTION

1. Position Title

Accounts Receivable/Receptionist

2. Reporting Relationship

Reports to the Administrator-Clerk

3. Positions Supervised: None

4. Scope of Position

This position provides telephone and front office reception, serves as cashier and provides clerical support to the Administration Departments, as required.

5. Responsibilities

- 5.1 Provides reception duties for the Township by greeting office visitors and responding to general telephone inquiries, relaying messages, routing calls and inquiries to appropriate staff. Responds, records and tracks public complaints regarding municipal services as per the complaint policy.
- 5.2 Processes payments and issues receipts for municipal taxes, water bills, dog licenses, permits and other related payments due to the Township over the counter or by mail, as required.
- 5.3 Reconciles cash register and prepares deposit for delivery to bank. Posts transactions using the appropriate computer software.
- 5.4 Maintains assessment roll for periodic changes to ownership, mortgage information, mailing addresses and other related information.
- 5.5 Provides administrative and clerical support to all departments as required, such as preparing letters, documents, communications, reports and correspondence including newsletters, brochures and promotional materials; mailing forms, recording information and other related information.
- 5.6 Assists the Treasurer in the preparation, processing and mailing of tile loan billings, NSF cheques, tax bills, water bills and water arrears notices in accordance with the bylaws and established procedures. Ensures penalty and interest is added to water accounts; prepares and distributes documentation associated with non-payment of water accounts.
- 5.7 Generates new customer accounts for water billing and maintains up-to-date information on same. Tracks operational problems related to water meters or remote readers.
- 5.8 Processes all incoming/outgoing mail and distributes to the appropriate department. Processes items delivered or picked up by couriers.

- 5.9 Responsible for maintenance of files and materials in relation to the Township Records Retention By-Law.
- 5.10 Responsible for the administration and issuance of dog licenses, payment and maintenance of accurate records.
- 5.11 Responsible for water service administration including the sale of water meters and water tokens, arranging for the reading of water meters, printing and mailing water bills and ensuring collection of water fees subject to Township policy.
- 5.12 Books travel arrangements for Council and staff, including preparing and submitting registrations and booking accommodations
- 5.13 Processes burn notices for the Fire Department and notifies appropriate parties; provides clerical support to the Fire Chief as needed.
- 5.14 Processes payments and reservations; coordinates bookings with the Caretaker/Park Attendant for rental of the Community Centre, Shetland Campground and Fire Hall.
- 5.15 Receives, tracks and responds to excavation locate requests via ON1Call.
- 5.16 Processes Building/Demolition/Moving Permit applications.
- 5.17 Manages and schedules municipal functions and special events such as Rabies Clinic, Remembrance Day, Special Cleanup Days, E-Waste and service award presentations for public, staff, council and committee members.
- 5.18 Maintains the office supplies inventory.
- 5.19 Responsible for daily back up tapes from the Township computer system.
- 5.20 Inputs messages on the Municipal electronic sign and associated notice boards.
- 5.21 Undertakes other job-related duties as assigned.

6. Health & Safety Responsibilities

- 6.1 Be familiar with and work in compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.2 Take every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Work in a safe manner with protective devices, measures and procedures, as required by the OHSA and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.3 Ensure work is being carried out with sound judgment and in a safe manner and report unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards they are aware of, to the Administrator-Clerk.

7. Authority of Position:

Work is performed under the general supervision of the Administrator-Clerk and/or Treasurer and authority is limited to direction given and to operating within established departmental guidelines, policies and procedures.

8. Working Relationship

Contacts within the work unit are primarily with the Administrator-Clerk, Treasurer and co-workers.

8.1 With Mayor & Council

Provides administrative assistance to Council members, as requested from time to time.

8.2 With the Administrator-Clerk, Treasurer

Receives direction and guidance.

8.3 With Co-workers

Communication for the purpose of obtaining and sharing information to complete work assignments.

8.4 With Public

Provides information while ensuring polite and tactful relations. Provides information regarding Township services and policies as requested, or redirects the inquiry to the proper staff for response. Receives and responds to requests, feedback, complaints etc., in a timely manner.

9. Knowledge and Skill

9.1 Minimum two (2) year post-secondary diploma in office administration or equivalent combination of education and experience to obtain a general knowledge in clerical/office functions. Municipal experience is an asset.

9.2 Knowledge of general office practices and procedures and associated software including Microsoft Office (Word, Excel, Outlook) and database management.

9.3 Strong organizational and time-management skills; ability to effectively interact with the public in a professional manner; strong interpersonal and communication skills, both verbal and written; work with minimal supervision.

10. Physical Skill and Effort

Some minor manual labor required in relation to moving, lifting weights (up to 20 lbs) and restocking supplies. Frequent periods of short duration of concentration with many disruptions. Visual and mental concentration with respect to visual display terminal. The coordination of fine motor skills is required when operating normal office equipment (computer, calculator, photocopier, shredder, telephone, fax etc).

11. Working Conditions

Exposure to a normal office environment and typically good working conditions with little or no exposure to disagreeable environmental or hazardous conditions. Work generally has a low risk of injury. The noise level in the work environment is usually moderately quiet. Regularly required to prioritize variable workload.

Required to interact politely and effectively with the general public and required to respond to questions and minor complaints from the public. Normal hours of work are 35 hours per week with minimal overtime required.

12. Decision Making/Judgement

Work is performed under the direction of the Administrator-Clerk.

The employee follows established practices to perform generally repetitive duties and work activities; judgement, reasoning and problem solving is involved in the day to day tasks, in order to operate without direct supervision, when the task has been defined. The employee notifies a higher authority of operational problems or issues as necessary.

Problems to be addressed are somewhat routing and typically can typically be answered from existing policies and procedures. Errors are usually quickly detected and can be corrected. Errors in judgment may result in a minor loss of time or resources and could cause embarrassment to the Township and inconvenience to the public.