

## JOB DESCRIPTION

**Position:** Relief Confidential Secretary/Reception

Reports directly to CAO.

**Purpose:** To provide a variety of support, reception and clerical accounting services that supports the Township of Nipigon administrative operations.

**Scope:** Performs tasks in accordance with priorities and within administrative policy and procedural guidelines with direction from the CAO and other department heads.

### **Responsibilities**

#### **Reception-**

- answers the telephone and greets visitors to the Municipal Office
- provides information and response to enquiries from the public and external contacts who do business with the Township
- refers enquiries and re-directs telephone calls to appropriate staff members; takes messages for staff members who are absent or unavailable
- maintains knowledge of staff whereabouts at all times

#### **Taxation**

-assists in the processing of tax billing, collection and control procedures; ie readying bills for mail out, accepting and processing payments, issuing receipts and preparation of tax certificates.

#### **Accounts Receivable/Cashier/ Cash Control**

Provides support

- receives payments for various receivable items and issues receipts to accounts receivable customers and other Township facilities ie Community Centre
- assists in the processing of accounts receivable such as preparation of invoices for payment
- assists with maintenance of records for outstanding accounts receivables
- assists with processing of payments received and provides relief cashier duties
- assists with balancing and maintenance of cash receipt records

#### **Administrative/Clerical Services to Departments and Staff**

- serves as back-up secretary in support of the performance of statutory functions by the CAO,; types agendas, reports, minutes.
- serves as administrative/clerical assistant to the Public Works Superintendent, providing assistance with reporting, correspondence and documentation related to public works, planning and zoning matters when required.
- serves as administrative/clerical assistant to the Economic Development Officer, providing assistance with reporting, correspondence and documentation related to Economic Development initiative and projects
- serves as administrative/clerical assistant to the Recreation Director, providing support for program development

**Accounts Payable**

- assists with the processing of invoices for payment, preparation of reports for Council, distribution of approved cheques to suppliers and filing of reports and vouchers

**Other Duties**

- performs other related tasks as assigned by the CAO.

Proposed hrs of work

- On call