

SUSSEX, N.B.
Job Description

ADMINISTRATIVE ASSISTANT – FINANCE CLERK

Position Summary:

This position provides positive and professional support in a wide variety of administrative and accounting services to Council and Staff and is often the first point of contact with the public. This includes providing general information to the public and accounting duties for both general and water and sewerage funds.

This position reports to and receives direction from the Town Clerk.

Major Duties and Responsibilities:

- ◆ Performs administrative secretarial and clerical functions in a confidential manner.
- ◆ Produces and correlates agendas, minutes, correspondence, memos, forms, bills, and other documents as required.
- ◆ Maintain and update office files and databases, ensuring compliance with record-keeping standards and confidentiality protocols.
- ◆ Receives the public in person, by phone, and email and answers their inquiries or directs their inquiries to appropriate staff.
- ◆ Receives payments and issues receipts for accounts owing to the municipality.
- ◆ Receives preliminary information for building permits and forwards to the Assistant Building Inspector.
- ◆ Investigate and answer inquiries on permits, zoning, by-laws, procedures, and policies.
- ◆ Work closely with department staff and other municipal offices to support various projects and initiatives.

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- ◆ Issues and records various licenses and permits.
- ◆ Enters, retrieves, updates, edits, and prints data related to various accounting functions including accounts receivable and banking.
- ◆ Issues invoices and records accounts receivable including rentals and fees owing to the municipality.
- ◆ Maintains records of revenue, accounts receivable, accrued payables, and other schedules as required.
- ◆ Monitors the bank account daily and reconciles and receipts electronic payments to and from the municipality, records cheques cashed.
- ◆ Performs daily reconciliation of accounts receivable, records revenue and receipts into accounting software.
- ◆ Investigates and follows-up on payment discrepancies.
- ◆ Performs bank reconciliations.
- ◆ Ensures appropriate internal controls are in place and followed.
- ◆ Supports and fills in for other accounting or administrative staff as required.
- ◆ Perform other duties as requested.

Desirable Education, Training and Skills:

- ◆ Possession of a business-related diploma from a Community College and/or equivalent.
- ◆ Minimum two years of directly related experience.
- ◆ Willingness to commit to professional development.
- ◆ Proficiency with Microsoft Office, accounting software, and other office equipment.
- ◆ Basic understanding of Generally Accepted Accounting Principles.
- ◆ Sufficient math skills to review, analyze, and comprehend financial information systems, and financial recording, reporting and controls.
- ◆ Ability to maintain a high level of professionalism and confidentiality.

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- ◆ Ability to greet and assist the public, other employees, and elected officials in a professional and friendly manner.
- ◆ Ability to be self-motivated, retain concentration, and work independently with frequent interruptions to process a considerable workload within established timeframes.
- ◆ Excellent oral and written communication skills.
- ◆ Ability to collaborate effectively with others and share responsibilities.

The above Job Description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the requirements that may be inherent in such classification.