

VILLAGE OF HILTON BEACH
DEPUTY CLERK-TREASURER (PART-TIME)

Applications will be received by the undersigned until Tuesday, September 14, 2021 at 4:30 p.m. for the part-time position of Deputy Clerk-Treasurer for the Village of Hilton Beach.

DUTIES

- The position includes a wide variety of office work and assists in performing the statutory duties of the Municipal Clerk and Treasurer.
- The duties are detailed in the Job Description which is available on the Village website at www.hiltonbeach.com or at the Municipal Office.

QUALIFICATIONS (preferred)

- Proficiency in computer operations including Word, Excel, and Publisher
- Excellent oral and written communication skills
- Excellent interpersonal, customer service and problem-solving skills
- Proven ability to multi-task, handle large volume of work and set priorities

REMUNERATION

Commensurate with the qualifications and experience of the successful candidate.

All applicants are thanked for their interest but only those persons who are selected for an interview will be contacted. The Village of Hilton Beach is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

Qualified applicants are invited to submit a letter of interest and resume to:
Peggy Cramp, Clerk-Treasurer, Village of Hilton Beach
3100 Bowker Street, P. O. Box 25, Hilton Beach, ON P0R 1G0
705-246-2242; peggy@hiltonbeach.com

VILLAGE OF HILTON BEACH
Deputy Clerk-Treasurer
Job Description

1. **Position Title:** 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 Prepares bank deposits; deposits funds in bank accounts;
 - 3.6 Assists with accounting duties such as data entry, cash balancing, bank reconciliations, etc as required;
 - 3.7 Assists with the maintenance of the tax information system for updates of ownership, addresses, etc;
 - 3.8 Assists with the mailing of tax bills;
 - 3.9 Responsible for the updating of the municipal web site;
 - 3.10 Assists with marina including cash register; invoicing and arrears notices; receiving payments; credit card settlements; updates numerous spreadsheets;
 - 3.11 Responsible for recycling pick-ups at the landfill and invoicing;
 - 3.12 Responsible for changes of ownership/mailing addresses and updating building permit information;
 - 3.13 Assists with the preparation of minutes of Council meetings and follow-up activities;
 - 3.14 Assists with the preparation and management of Municipal/School Board elections in accordance with applicable legislation;
 - 3.15 Assists with the administration and execution of the special events;
 - 3.16 Responsible for various annual reports such as Energy and Recycling;
 - 3.17 Assists with ON1Call for locates;
 - 3.18 Research for grants; applications; follow-up;
 - 3.19 Works within prevailing legislation, regulations and the Village’s administrative and accounting practices;
 - 3.20 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 Village 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, Excel and Publisher; 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 21 hours a week. Extra time for evening meetings and peak periods, if 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.