



Township of  
**Leeds** and the  
**Thousand Islands**

## **Financial Assistant Permanent Full-Time**

**Closing Date: August 2, 2024**

Under the direction and guidance of the Deputy Treasurer, the Financial Assistant administers the financial requirements of the day-to-day operations including analyzing, reviewing, updating, and entering financial information. Working in a fast-paced environment, the Financial Assistant is responsible for the accurate and timely processing of financial transactions, entries, accounts payable and receivables, reconciliations in support of the overall financial management.

### **RESPONSIBILITIES:**

- Processes financial transactions, which may include inputting of invoices, processing of payments, processing customer invoices, preparing deposits, completing reconciliations of the subledgers to the general ledger, and preparing reports. Responsible for maintaining up to date and accurate financial records.
- Provides superior customer service to residents, vendors, third party stakeholders, and internal departments in the efficient and effective management of financial processing and reporting. Fosters a customer focused environment through positive interactions and ensuring proper documentation and follow up to provide resolution to issues and questions.
- Reconciles various general ledger accounts, prepares monthly reports, compiles year end working papers and prepares other reports and statements as required.
- Independently undertakes tasks required to meet organizational
- Builds and maintains effective relationships with staff, residents, vendors, service providers, and other stakeholders.
- Interprets Township policies and procedures, rules, and regulations in response to inquiries and refers inquiries as appropriate while acting in a professional manner.
- Works effectively as a member of a team and independently undertakes tasks required to meet organization's goals.
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.
- Performs other duties as required.

### **QUALIFICATIONS**

- Two (2) year College diploma in business accounting or the equivalent experience and educational background.
- Two (2) years of progressive related experience. Previous municipal or government experience required.

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- Excellent communication, tact, professionalism, and strong interpersonal skills to deliver outstanding customer service to the public and staff
- Demonstrated ability to identify and adhere to confidentiality requirements and to be respectful of sensitive matters.
- Ability to act proactively and the capacity to multi-task in a fast-paced environment responding with flexibility and changing priorities
- Strong organizational skills including demonstrated experience in the development and maintenance of administrative systems and procedures
- Proficient in all office procedures, including proven advanced abilities with Microsoft Office Suite
- Proficient in a variety of office equipment including computers, photocopier, printer, telephone systems, postal machine and folding machines.
- Effective interpersonal and organizational skills are required, as well as the ability to work independently and within a team environment.
- Possess and maintain a valid Ontario Driver's License – Class "G"
- Criminal Background Check required and must be maintained in good standing.

### **WORKING CONDITIONS:**

- Regularly exposed to conditions of high stress caused by such things as dealing with irate people (in person, phone, email), meeting tight deadlines and constant interruptions
- Regularly required to work extended hours outside of normal day.
- Some travel, usually within the Township to inspect properties for tax sale purposes.
- General office working conditions.

The 2024 hourly wage range for the position is \$29.94 to \$33.70 per hour commensurate with experience and qualifications. The Township offers a comprehensive benefits package and participation in the OMERS pension plan.

For more information and to view a detailed job description, please visit the [career section](#) of the Township's website.

please submit your covering letter and detailed resume in confidence to [hrmanager@Townshipleeds.on.ca](mailto:hrmanager@Townshipleeds.on.ca) by 4:00 p.m. Friday, August 2, 2024.

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The Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. In accordance with the Accessibility for Ontarians with Disabilities Act (2005), accommodation will be provided upon request throughout the selection process.