



Employment Opportunity

The Township of Emo is currently seeking an individual for the position of Utilities/Records Assistant Intern. This is a one-year internship. There will be the opportunity of this internship becoming a full-time permanent position.

Resumes to be received on or before

Wednesday, July 31, 2024, at 3:00 p.m. for:

Utilities/Records Assistant Intern

Wage: \$25.00/hr

Comprehensive Benefit Package/OMERS Pension

Please submit your cover letter and resume to the attention of
Crystal Gray, CAO/Clerk Treasurer

By email to cao@emo.ca in the form of one (1) PDF file.
Complete job descriptions available at the Municipal Office or www.emo.ca

We thank all the applicants for their interest but only those selected for an interview will be contacted.



Township of Emo
Position Description

POSITION TITLE: Utilities/Records Assistant Intern
GENERAL SUPERVISOR: CAO/Clerk-Treasurer and in his/her absence, the Deputy Clerk-Treasurer.

Position Summary:

The Utilities/Records Assistant Intern is responsible for providing assistance to both the CAO/Clerk-Treasurer and the Deputy Clerk-Treasurer. The Utilities/Records Assistant Intern will be a member of a fast-paced team working with both operations and finances. A successful candidate will be someone that has high attention to detail, self-starter that can manage multiple tasks at once.

Direction Received:

The Utilities/Records Assistant Intern performs duties and responsibilities of the position under the direction and supervision of the CAO/Clerk-Treasurer or designate.

Responsibilities:

1. Update and maintain utility/property tax/various rental and permitting accounts.
2. Create bank deposits and balance accounts payments.
3. Create and maintain spreadsheets needed for data entry, account reconciliation, and various monthly/annual reporting's.
4. Reconciliation work is required.
5. Assist in processing Accounts Receivable and Accounts Payable.

6. Assist in the issuance, and tracking, of various licenses issued by the municipality.
7. Working with other departments for accurate reporting.
8. Conduct Research and Resolution of Accounts Receivables issues.
9. Cross training with another team member to provide back up support.
10. Ensuring records and files are accurate.
11. Ability to meet the high paced volume of data entry while maintaining accuracy of records.
12. Performing data searches; recording and analyzing results.
13. Provides general information to customers and potential customers regarding services.
14. Updates, maintain and send accounts that are delinquent notifications.
15. Performs related duties as needed or as assigned.
16. Assists Department Heads with various tasks.

Qualifications:

1. Diploma in Accounting, Business or a related discipline is required.
2. High level of proficiency in general bookkeeping skills.
3. Advance knowledge of Microsoft Word, Outlook, Excel is required.
4. Strong attention to detail and highly organized.
5. Able to prioritize multiple demands.
6. Able to work independently and with little direction, following instructions accurately and completely.
7. Knowledge of record keeping and problem-solving techniques.
8. Working knowledge of customer relations' practices, procedures and techniques.
9. Ability to answer inquiries and complaints under pressure.
10. Ability to work tactfully and courteously with the public and fellow employees.
11. Ability to perform work with a high degree of accuracy.
12. Experience using financial management software is an asset.
13. Proven ability to adapt to new job requirements, learn new software application, and comprehend legislation and regulations.

14. Willing to complete Municipal Administration Program and Municipal Finance Program.

Effort:

Working Conditions

1. Usual public office conditions with a high public profile in administrative and treasury functions – work is subject to interruption and to deadlines.
2. Usual hours of work 8:00 a.m. to 4:00 p.m. – Monday to Thursday, 8:00 a.m. to 3:30 p.m. Friday.