

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Finance Summer Student
Department:	Finance
Reports to (Title)	Director of Finance/Treasurer
Job Description last updated on (Date):	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Seaforth, ON
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	40 hours / week
Overtime Status (paid/unpaid/rate/after x# hours)	Time in lieu
Benefits:	OMERS? YES / NO Group Benefits? NO

GENERAL DESCRIPTION (OVERVIEW) OF POSITION	
Provide administrative support within the Finance department, including receiving and processing payments, and handling cash, data entry and records management, reception, sorting mail and processing courier items.	
1.	Scope of position
<ul style="list-style-type: none"> i. Assist Finance Department with the preparation of financial documentation and data entry ii. Assist with collection of supporting documentation such as receipts, purchase orders, packing slips, etc. from internal departments and staff, as required iii. Assist with general clerical duties such as filing, archiving, copying, scanning, etc. iv. Provide reception duties including answering the telephone and directing visitors in an efficient, friendly and timely manner v. Assist in the processing of all incoming and outgoing mail and courier shipments vi. Assist with the distribution of faxes received electronically by the Municipality vii. Assist Finance staff with records management, including scanning and filing. viii. Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District. ix. Related duties as assigned 	

2.	Key Responsibilities
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- i. Provide support to the members of the Municipal Finance team
- ii. Will have the opportunity to learn a bit from each role in the Finance Department
- iii. Balance daily transactions
- iv. Data input and verification
- v. Customer service

SECTION A: SKILLS

1.	Knowledge												
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)												
	<ul style="list-style-type: none"> • Students must be enrolled in full-time post-secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested. • Post-secondary education in a Business, Accounting or related field will be considered an asset. 												
b)	Formal Training (designation(s) or certification(s)) required:												
	None												
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.												
	<ul style="list-style-type: none"> • Demonstrated ability to communicate effectively and courteously with members of the public and staff, in person, by telephone or electronically. • Demonstrated technological proficiency with an emphasis on accuracy and attention to detail, with good oral and written communication skills. • Expertise in a variety of computer applications, including Microsoft Office Suite. • Valid Ontario driver’s license. • Proof of COVID-19 vaccinations (2) 												
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Time Management</td> <td style="width: 50%;">Teamwork</td> </tr> <tr> <td>Public relations: Public, Staff, Council</td> <td>Confidentiality</td> </tr> <tr> <td>Computer knowledge/skills</td> <td>Communication skills</td> </tr> <tr> <td>Basic level accounting skills (invoices, payment processing)</td> <td>Organizational planning and administration</td> </tr> <tr> <td>Customer Service Skills</td> <td>Work independently and with others.</td> </tr> <tr> <td>Records Management</td> <td></td> </tr> </table>	Time Management	Teamwork	Public relations: Public, Staff, Council	Confidentiality	Computer knowledge/skills	Communication skills	Basic level accounting skills (invoices, payment processing)	Organizational planning and administration	Customer Service Skills	Work independently and with others.	Records Management	
Time Management	Teamwork												
Public relations: Public, Staff, Council	Confidentiality												
Computer knowledge/skills	Communication skills												
Basic level accounting skills (invoices, payment processing)	Organizational planning and administration												
Customer Service Skills	Work independently and with others.												
Records Management													

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
	<ul style="list-style-type: none"> • Basic decision making skills, with the support of the Director of Finance or other staff, as assigned.

3.	Communication – written, verbal and interpersonal
	a. Excellent interpersonal and communication skills are essential
a)	Internal contacts (council, managers, non management staff)
	Finance department.
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
	Nature of the communication:
	<ul style="list-style-type: none"> • Communicates with internal stakeholders, primarily within the finance department.

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	<ul style="list-style-type: none"> • Concentration required at times, some complexity to work, analysis and problem solving. • High level of confidentiality at all times.
2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
	<ul style="list-style-type: none"> • Manual dexterity for using computer keyboard, high volume of work at times. • Moderate level of physical activity

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
	<ul style="list-style-type: none"> • Frequent contact with the public. • Gives input to development of procedures. • Responsible for department functions.
2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
	<ul style="list-style-type: none"> • Not applicable
3.	Material & information resources – equipment, property, data records and software, confidentiality
	<ul style="list-style-type: none"> • Responsible for storage and maintenance of material or information for the Department. • Uses small equipment and appliances safely • Provides input for policies and procedures relating to department • Responsible for adherence and compliance to information technology security measures
4.	Financial Resources – budgets, treasury, accounting and confidentiality
	<ul style="list-style-type: none"> • Work may be of confidential nature. • Responsible for cash handling.

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
<ul style="list-style-type: none"> Works in a pleasant physical environment. Minimal exposure to hazards. Minimal risk of injury. 	
2.	Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption
<ul style="list-style-type: none"> Many interruptions. Frequent contact with the public. Low level of monotony; Normal deadline requirements; 	

SECTION E: APPROVAL

Employee Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable)	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	