



The Municipality of Huron East is now accepting applications
for the position of

Drainage Clerk & Treasury Assistant

The successful applicant will work closely with the Finance Manager to administer and coordinate municipal drainage services for the Municipality. The position will also involve other treasury functions of the Municipality.

Applicants should possess as a minimum a community college diploma with courses in business or accounting and/or an AMCTO designation. Experience with municipal drainage functions preferred, but not required.

Further information including a complete job description is available on the Huron East website (www.huroneast.com)

The salary range for this position is between \$20.89/hour and \$24.21/hour (subject to review on January 1st, 2019).

Applicants are asked to submit a detailed resume in confidence to the undersigned by 12:00 p.m. (noon) on Friday, December 21st, 2018.

Brad Knight, CAO/Clerk
Municipality of Huron East
72 Main Street South, PO Box 610
Seaforth, Ontario. N0K 1W0
519-527-2561 (fax) bknight@huroneast.com

We thank all applicants and advise that only those selected for an interview will be contacted.

MUNICIPALITY OF HURON EAST

POSITION DESCRIPTION: Drainage Clerk & Treasury Assistant

DEPARTMENT: Administration/Treasury

REPORTS TO: Finance Manager and CAO/Clerk

POSITIONS SUPERVISED: n/a

PAY STATUS: Salary based on 35 hours/week

POSITION SUMMARY

The Drainage Clerk coordinates the Municipal and tile drainage programs. In addition the incumbent is responsible for billing, collection, and accounting of all drainage functions

As Treasury Assistant, the incumbent will become familiar with other municipal treasury functions and will provide assistance and support were required within the Municipal Office

MAJOR RESPONSIBILITIES:

Processes applications under the Drainage Act for Municipal drainage functions.

Assist landowners in submitting applications/petitions for drainage works.

Schedules meetings and prepares and distributes notices for drainage requests.

Accepts applications under the Tile Drainage Act, establishes the required files including the preparation of required debentures and tile drain loan repayment schedules

Drafts by-laws as required for new municipal drains and tile drain loans

Works in conjunction with the Drainage Superintendent to ensure that drain maintenance requests are received and processed in a timely manner

Researches drainage reports to provide information as required by the Drainage Superintendent or Drainage Engineers to facilitate drain maintenance and construction projects

Researches and completes drainage apportionments under Section 65 of the Drainage Act as required for all rural land severances

Balances and reconciles municipal drain ledgers

Completes and submits drain maintenance and capital drain grants to the Province

Provides assistance to other municipal staff involved in Treasury functions including assistance with accounts receivable, accounts payable, bank reconciliations and property tax billing/collections as required.

Provides bookkeeping and secretarial services to various committees as assigned by either the Finance Manager or CAO

Performs other duties as assigned.

QUALIFICATIONS:

Secondary School graduate with applicable College courses in business and/or accounting and/or an AMCTO designation.

A minimum of one year experience in an accounting or administrative role.

Skilled in current software programs including Advanced Microsoft Office and Windows.

Working knowledge of accounting procedures and processes and municipal operations especially as they relate to taxation and drainage.

WORKING CONDITIONS:

Work is performed in an open concept, standard office setting.

Work is performed to meet deadlines with frequent interruptions.

Incumbent is required to deal with complaints from the public on a daily basis.

Approvals:

Incumbent _____

Manager _____