



MUNICIPALITY OF JASPER JOB DESCRIPTION MANUAL

Title: Senior Finance Assistant

Classification: CUPE PL 26	Supervisor: Director of Finance & Administration
Department: Finance & Administration	Work Hours: 7.5 hours/day, 37.5 hours/week
Status: Permanent Full Time	

SUMMARY DESCRIPTION:

Reporting to the Director of Finance & Administration, The Senior Finance Assistant is responsible for the assistance to all position duties as required and other financial/clerical duties within Finance & Administration as assigned.

PERFORMANCE RESPONSIBILITIES:

- Ensure clients feel welcome at front desk reception and in telephone operations of the Municipal Administration Office;
- Ability to work well under pressure and effectively with difficult clients;
- Receipt revenues i.e., taxes, utilities, offence tickets, licenses (business and domestic animals), cemetery, receivables etc. and maintain records accordingly;
- Perform a variety of financial and clerical duties as directed;
- Provide statistics, fiscal, monthly and yearly reporting as requested by the Director of Finance & Administration;
- Assist with Tangible Capital Asset recording and planning under direction of the Director of Finance;
- Assist with Journal Entries, Business Licensing, and month end, year end and quarterly procedures under direction of the Director of Finance;
- Maintain all contract binders;
- Cover all other administrative and financial positions as required during vacations, sickness and other times required by the Director of Finance;
- Attend conference and training as suggested by a plan for continuing education set out by employee and Director of Finance;
- Be familiar with and carrying out lead duties and responsibilities in accordance with the Health & Safety Manual approved by the Municipality along with Occupational Health & Safety regulations;
- Understand and at all times working within the terms of the current collective agreement;
- Act as an ambassador for the Municipality of Jasper in all dealings with the public, council and staff;
- Disaster recovery as needed in emergent circumstances.

- All other duties as may be required that fall within the parameters of the primary responsibility of the position;

QUALIFICATIONS:

- Grade 12 Education and Secretarial or Business Administration Diploma and/or equivalent combination of education and experience acceptable to the Municipality of Jasper;
- Experience with accounting software, preferably Diamond Municipal Software and Management Reporter;
- Experience with Microsoft Office excel and word processing;
- Experience with email and web-based reporting systems.

KNOWLEDGE & SKILLS:

- Excellent communication and interpersonal skills in a customer service environment;
- Ability to work with conflict resolution in dealings with challenging customers (internal & external);
- Ability to work harmoniously and cooperatively as a member of a team through personal behavior, work contribution and sharing of expertise and knowledge;
- Knowledge of Accounting Procedures and processes;
- Knowledge of Great Plains Diamond and Management Reporter;
- Ability to maintain strict confidentiality;
- Proficiency in Word Processing and Spreadsheet programs;
- ICS 100 and 200 and other disaster recovery training and workshops;
- Health and Safety Inspection and Hazard Assessment training.

COMPETENCIES AND BEHAVIOURS:

- Demonstrate continuing involvement of making a positive contribution to over all workplace harmony;
- Demonstrates calming professionalism under stressful situations;
- Display patience, understanding & good judgment;
- Strong organizational skills with the ability to manage and prioritize multiple tasks, produce accurate results and meet deadlines;
- Fast and accurate data entry;
- Self -Motivated;
- Good Listener;
- Committed to the Municipality of Jasper's Core Values – Professionalism, Empathy, Accountability, Respect, Communication and Teamwork.