



Township of East Garafraxa Finance Coordinator Permanent, Full-Time



Position Synopsis and Purpose

The Township of East Garafraxa is a small but growing rural municipality with approximately 3,000 residents nestled in southwestern Dufferin County. Over 70% of the land mass is agricultural, with significant rural characteristics and charm including all low-density housing, all homes/businesses on private septic systems, no sidewalks and mainly gravel roads with open ditches. Residents do their everyday shopping in one of the bordering municipalities of Orangeville, Centre-Wellington, Grand Valley, Erin or Caledon.

The Finance Department handles the financial affairs of the municipality ensuring the overall financial well-being of the Township. With just under 1,200 total properties, property taxes make up most of the Township's revenue, with a small municipal drinking water system to thirty-three (33) homes.

To achieve the goals the department operates within policies and guidelines as set out by Federal/Provincial governments and Township Council. The general duties of the Financial Department are as follows:

- Budget preparation, coordination, and review
- Property tax billing and collection, including tax registration & tax sales.
- Water utility billing and collection
- General accounts payables, receivables, billing, and collection
- Payroll and benefits administration
- Procurement processing and approvals
- Internal control for all departments
- Financial reporting and report preparation for Senior levels of Government as well as internal financial reporting, as required.
- Subsidy preparation for all departments including liaison with Federal and Provincial Ministries
- Coordination of all audit functions
- Custodian of all financial assets including the asset management plan of the Corporation
- Risk management and insurance services for the municipality.

POSITION OVERVIEW:

This position is a front-line customer service and general accounting processing role that also assists with providing office reception and counter services to residents.

Primary tasks include general accounting functions for the corporation including the issue and processing property tax and water bills, reconciling accounts payable and receivables, issuing cheques, reconciling the general ledger, making bank deposits, entering and preparing reports on budgeting or accounting issues and answering inquiries from residents, vendors and staff.



Major Responsibilities

Description	Approx. Time Spent (%)
<u>General Accounting & Office Duties:</u> • Answer counter, phone and email inquiries. • Process licenses and payments for dog licenses, fire permits, cemetery sales • Process accounts payables. • Process accounts receivables. • Follow up with collections. • Issue cheques for payments. • Enter and reconcile general ledger • Handle cash balances & process bank deposits. • Assist with Accounting duties as required	30%
<u>Land Planning & Development</u> • Collect, track and reconcile retainer deposits for all applications • Prepare and send out monthly reports to individual customers/applicants • Calculate development charges • Invoice and collect payments for all Planning Fees, Permit Fees and Development Charges	20%
<u>Property Tax & Water</u> • Maintain assessment rolls, including additions, deletions, ownership changes, payment plan options, and mortgage companies • Process property tax and water payments, including online, banking, cash, and EFTs. • Process tax adjustments as directed • Prepare and issue property tax, supplemental tax and water bills. • Prepare Tax Certificates • Ensure collection notice reminders are sent out and informs Township Staff of non-payment. • Coordinate collection of arrears • Maintain local improvement charges, special area ratings and drainage charges on tax accounts.	20%
<u>Purchasing and Procurement</u> • Process purchases within purchasing authority • Order office supplies. • Administers the <i>BidsandTenders.ca</i> portal, creating, uploading and managing documents and transactions. • Source and obtain price quotations from catalogues and suppliers and prepare purchase orders for managers. • Calculate cost of orders and charges or forward invoices to appropriate accounts. • Prepare and maintain purchasing files, reports and price lists.	10%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Qualifications

Education (degree/diploma/certifications)

- Post-secondary education in finance, accounting or a related field.
- Preferred: Completion of OMTRA Municipal Revenue Administration Program

Experience

- Minimum 3 years' related accounting experience
- Demonstrated experience using third party accounting software.
- Preferred: Experience with processing municipal property taxes.

Knowledge/Skill/Ability

- Ability to calculate property taxes and interpret assessments.
- Excellent interpersonal skills and customer service skills, including the ability to work independently and effectively in a team environment
- Advanced proficiency in MS Office (Word, Excel, Outlook, PowerPoint) applications.
- High level of ownership, initiative, accountability, tactfulness, political astuteness, discretion, reliability, responsibility
- Demonstrate attention to accuracy and detail, in a time sensitive environment
- Excellent organizational and time management skills and ability to prioritize workload, to problem solve and to adapt to frequent interruptions and change



Work Setting

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Township Staff	Frequent	Assist, inform, research, compile
Members of Council	Infrequent	Assist, inform
Township Residents	Frequent	Queries re: taxes, Public Works, bylaws, waste services, planning matters, requires tact, courtesy, discretion listening skills, knowledge
General Public	Frequent	General queries
Other Municipal Staff in other Municipalities	Occasional	Comparing and co-ordinating municipal processes

Hours of Work

Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday)	☒
Evenings/Weekends	☐
On-Call	☐
Over-time (How often? Expand below)	☐



Position Classification

Organizational Chart

List the reporting relationship of this position to others within the immediate department.

