



**JOB DESCRIPTION**  
**Finance Clerk**  
**Corporate Services Department**  
**June, 2017**

**POSITION SUMMARY:**

Under the direct supervision of the Finance Assistant, the Finance Clerk is responsible for providing financial support to the finance section of the Corporate Services department and administrative and clerical support to the Corporate Services department as a whole. The Department of Corporate Services is responsible for Finance, Information Technology, Procurement and Human Resources. The Finance Clerk must comply with the policies and procedures of the Town of Truro.

**REPORTING RELATIONSHIPS:**

**Reports To:** Finance Assistant

**RESPONSIBILITIES/ACCOUNTABILITIES:**

- Providing exceptional customer service which includes the processing and monitoring of payments, answering phones and directing inquiries to the appropriate department and responding to customer inquiries in a courteous and respectful manner;
- Preparing bank deposits and cash reports;
- Replenishing cash float as required;
- Providing tax and water information to appropriate clients;
- Assisting with account collection efforts when directed;
- Processing Tax Certificates;
- Providing an administrative support function to the Corporate Services team as directed;
- Maintaining and ordering office supplies;
- Maintaining an organized filing system;
- Maintaining a respectful working relationship with staff;
- Maintaining and updating the Corporate Services portion of the Town of Truro website;
- Participating in training activities in addition to other professional development opportunities;
- Other assigned administrative and clerical functions within the scope of this position.

**QUALIFICATIONS**

Education and Experience

- Completion of high school or equivalent;
- Post-secondary education related to Business Administration or equivalent work experience in this field required;
- Experience with cash handling and balancing, basic accounting knowledge and administrative support services required;
- Proficient use of Microsoft Word and Excel a must.

Competencies

- Excellent interpersonal ,organizational and communication skills;
- Must be able to work within computerized software systems;
- Possess problem solving ability and be self-directing;
- Demonstrate the ability to work to meet deadlines and have the ability to multi-task.

**SPECIAL REQUIREMENTS:**

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

**AUTHORIZING SIGNATURES**

Director of Corporate Services:

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*(Signature)*

*(Date)*

Finance Assistant:

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*(Signature)*

*(Date)*

Incumbent:

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*(Signature)*

*(Date)*