



**JOB DESCRIPTION**  
**Finance Clerk**  
**Corporate Services Department**  
**January 2019**

**POSITION SUMMARY:**

Under the direct supervision of the Finance Assistant, the Finance Clerk is responsible for overall customer service, including primarily receiving and processing payments and front counter reception. The position is also responsible for written correspondence, both internal and external and invoicing. 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 receiving and processing of payments, answering phones, directing inquiries to the appropriate department and responding to customer inquiries in a courteous and respectful manner;
- Preparing bank deposits and cash reports;
- Providing tax and water information to appropriate clients;
- Assisting with account collection efforts when directed;
- Processing Tax Certificates;
- Processing Miscellaneous invoices;
- 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 including assisting other finance staff when required.

**QUALIFICATIONS**

Education and Experience

- Completion of high school or equivalent;
- Post-secondary education related to Business Administration – Accounting and Finance;
- Other acceptable combinations of education and work experience will be considered;

- Experience with cash handling and balancing, accounting knowledge and experience and administrative support services required;
- Minimum of intermediate Microsoft Excel knowledge and overall knowledge of Microsoft Office; knowledge of Microsoft Dynamics GP is an asset;

**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.
- Must be detail focused and have strong attention to detail.

**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 Manager:

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*(Signature)* *(Date)*

Incumbent:

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*(Signature)* *(Date)*