



# Job Posting 24-28

## Finance Clerk

The Town of Cobourg is seeking a full time **Finance Clerk**. Under the direction of the Manager of Finance, the Finance Clerk is responsible for providing excellent customer service to all members of the public as well as administrative support to the Finance Department.

### Responsibilities Include:

- Provide effective and courteous customer service to members of the public and municipal staff at all times.
- Act as the first contact for realty tax inquiries and general receivable inquiries by phone, email or in person.
- Provide information to customers with the pre-authorized tax payment program.
- Process payments for municipal related fees including but not limited to parking, taxes or transportation.
- Provide information and administrative support to internal departments on finance related processes and tasks.
- Provide clerical support to Finance department including mail distribution, filing, scanning, scheduling meetings and data entry.
- Process receivables for daily bank deposit
- Assist with maintenance of tax data base when required; update and revise ownerships, mortgage interests, address changes, tax certificates, arrears clients, and other remarks.
- Prepare correspondence when requested by Manager of Finance or Director of Corporate Services.
- Provide ownership change packages and manual changes to owner information in the tax roll.
- Provide residents with property tax related information and documentation, as required.
- Other duties as assigned.

The successful candidate will possess a minimum of one (1) year post-secondary education in Business Administration, Accounting, Finance or a related field as well as experience with handling cash and debit transactions.

This individual must also possess strong customer service skills, including the ability to work effectively in a team environment and exhibit courtesy, tact and diplomacy in dealing with the public and other members of staff with the ability to adhere to confidentiality at all times. The successful candidate will have strong communication (written, oral and interpersonal) and organizational skills. A strong technical knowledge including experience with computerized accounting software, Microsoft Office and SharePoint would be considered an asset.

This position will be required to work 35 hours per week, Monday to Friday, 8:30 am to 4:30 pm.

### WAGE:

The wage scale for this position is CUPE Schedule B Inside Workers Grade 3C - \$25.46 - \$31.84 per hour.

Interested applicants for this position should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca). We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.