



The Corporation of the Town of Cobourg

FINANCE CLERK – FINANCE DEPARTMENT

Approximately 4-month Full-time Casual (May-September 2018)

The Corporation of the Town of Cobourg has an opening for a Finance Clerk (approximately 4-month full-time-May-September 2018) in the Finance Department

Responsibilities:

Customer Service Representative

- Greet customers at Finance counter
- Act as telephone receptionist for Finance Department and direct calls to appropriate person
- First contact person for realty tax inquiries and general receivable inquiries whether by phone or in person
- When required provide information and assist customers with the pre-authorized tax payment program.

Cashier

- Receiving cash and/or cheques and debit cards payments
- Collection and posting to computer of various municipal revenues at Finance counter – taxes, parking tickets, waste tickets, transit tickets, parking permits, AR invoices, deposits from other departments, etc.
- Receive, process and distribute mail to ensure receivables are processed for the daily bank deposit.
- Process bus and parking passes.
- Process coin for transit, parking meters and pay and display machines and make out deposit slip.

General Clerical

- Redirect returned mail to new address for taxpayer.
- 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.
- Ownership change packages and manual changes to owner information in the tax roll.
- File accounts receivable invoices, listing and pre-authorized payments.

Collections and Finance

- Update spreadsheets for three years in arrears properties.
- As approved and reviewed by Manager of Finance or Director of Corporate Services file tax collection payment arrangements and schedule meetings to review progress on arrears accounts with Manager and Director on a monthly basis.



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- As directed by the Manager of Finance review accounts receivable listing and follow up on outstanding accounts with department Managers and with clients to arrange payment.

Required Skills and Qualifications:

- Superior communication and people skills to ensure a pleasant manner when dealing with all customers.
- 1 year college in a secretarial or business administration course or relevant experience.
- Experience in handling cash and debit transactions.
- Knowledge of computerized accounting software.
- Ability to work independently.
- Strong organizational skills.
- Bondable.

This position is governed by the Town's collective agreement with CUPE Local 25.

The wage scale for this position is Grade 2A – Inside worker: \$20.75-\$25.93 per hour plus vacation pay.

Interested applicants should forward their resume in confidence no later than 4:30 pm Friday, May 18, 2018 to the attention of:

Human Resources Department

Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON
K9A 2M2

Fax: (905) 372-8819
Email: careers@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.