



Municipality of Northern Bruce Peninsula Job Description

| | |
|--------------|--|
| Position: | Administrative Assistant - Treasury |
| Location: | NBP Municipal Office, 56 Lindsay Road 5 |
| Departments: | Treasury |
| Reports to: | Treasurer |
| Summary: | Fulfills the duties as described below |
| Purpose: | To assist the Treasurer to fulfill the statutory requirements in accordance with legislation and Council and Corporate policy, procedure, regulation, etc. |
| Rate: | \$17.00 - \$18.00 per hour |

Duties:

- Provide clerical support to Treasury Department
- Assist with processing tax payments, general receivable payments and parking tickets
- Issue Municipal parking passes
- Assist the public in obtaining Fire Permits
- Assist customers with online booking for Lion's Head Beach Campground
- Assist with reception duties
- Attend Council meetings, as required
- Attend and participate in staff meetings, as required
- Perform any other tasks as assigned
- Comply with all policies and procedures of the Municipality
- Adhere to the regulations of the Occupational Health & Safety Act of Ontario
- Must possess a valid Class G Driver's Licence with a clean driver's abstract

- The position can be incorporated into a co-op placement with the applicable college/university program

Working Hours

- Normal hours of work are 37.5 hours per week

The Municipality of Northern Bruce Peninsula is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise the Accessibility Coordinator if any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.