



Town of Maple Creek Job Description

Job Title	Financial Assistant
Reports To	Financial Officer
Job Status	In-scope

Position Overview

Reporting to the Financial Officer, the Finance Assistant supports the finance department in the accurate processing of financial transactions, record-keeping, and general accounting functions. This role ensures timely and efficient reporting while maintaining compliance with municipal policies and procedures while handling and maintaining sensitive information. The position includes sourcing and purchasing supplies for the Town, assisting with year-end payroll processing and T4 remittances, and providing support by answering phones and handling inquiries as needed.

Key Accountabilities and Duties

- Assists with preparation and processing of payroll and submitting related reports.
- Assist with the completion of month-end payroll reports and submitting of remittances.
- Assist with year-end payroll processing and remitting T4s.
- Assist with balancing of SUMA benefits.
- Assist with general ledger adjustments and yearly tax incentives, as well as utility and accounts receivable ledgers as required, ensuring that the associated general ledger accounts are balanced.
- Assist with collections process for accounts receivable, utility bills and tax arrears.
- Assist with all aspects of property tax maintenance and enforcement including liaising with our contracted enforcement agency.
- Assist with balancing and submitting education tax collected on a monthly basis to the Ministry of Education.
- Assist with preparation of the monthly bank reconciliation.
- Assist with capital asset financial recording.
- Assist with preparations for annual audit.
- Assist with completion of WCB Annual Report.
- Assist with completion of GST/PST remittances.
- Assist with front desk duties, answering telephones, and handling written and oral inquiries in person or by telephone; where necessary, direct or record inquiries or work orders to the person(s) responsible for addressing them.
- Assist with the maintenance of office equipment and computer systems, including upgrades, updates, and backups.
- Assist with office typing as required.
- Research and access information as directed.
- Perform other related duties as required.

The duties listed are not intended to limit the scope of work assignments and should not be considered an exhaustive list of all duties typically performed under this job title. Other duties and responsibilities may be assigned to this role from time to time.



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Qualifications

Experience and Education Requirements

- Minimum Office Education Program or related experience
- Knowledge of Munisoft office program and procedures
- Extensive computer knowledge and background
- Extensive knowledge of office procedures and equipment
- Minimum of four years Municipal Government experience

Knowledge, Skills, and Abilities

- Must possess excellent communication and public relations skills
- Excellent attention to detail and accuracy in processing transactions
- Ability to meet deadlines and manage multiple priorities in a fast-paced environment
- Effective communication and interpersonal skills for interacting with staff and vendors

Additional Requirements:

- N/A

Competencies

Quality:

- Accuracy in financial reporting and transaction processing
- Attention to detail in maintaining records and ensuring compliance with municipal policies

Service:

- Responsive to requests from vendors, staff, and management
- Provides high quality support to ensure finance operations run smoothly

Communication:

- Effectively communicates with internal departments and vendors
- Able to explain financial information clearly and professionally

Efficiency:

- Manages multiple tasks, ensuring timely and efficient completion of financial processes
- Uses time and resources effectively to meet deadlines, particularly during month-end/year end processes

Adaptability:

- Shows flexibility in adjusting to changing priorities and demands

Confidentiality:

- Maintains discretion in handling sensitive information and respects privacy
- Adheres to data protection regulations and organizational policies regarding confidentiality

Working Conditions



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The Finance Assistant works in an office setting, with extended lengths of time sitting in front of computer monitors. The Town of Maple Creek is a fast-paced environment, and this role requires adaptability, consistency, and maintenance of confidentiality of operations.

Hours of work are in accordance with the Union Agreement.

This position is subject to pressures and challenges caused by the demand for services and the demand for production of quick, accurate and precise information.