



## TOWNSHIP OF RYERSON

### JOB DESCRIPTION

**Position:** Administrative Assistant  
**Reports to:** CAO/Treasurer  
**Date:** October 25, 2023

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#### **Position Overview**

The Administrative Assistant is responsible for providing administrative and clerical support services to the CAO, Clerk, and Treasurer in the execution of their duties and responsibilities. This role works closely with all Township departments, residents, staff members, and elected Council and must always maintain positive and productive relations.

#### **Duties and Responsibilities**

##### **Treasury Department**

- Preparation of the bi-weekly payroll.
- Processing of accounts payable and accounts receivable.
- Assists with the preparation, printing, balancing, and distribution of tax billings and tax reminder notices.
- Receives, inputs, and reconciles tax and general payments.
- Prepares bank deposits.
- Processes changes in ownership and maintains the master directory.

##### **Clerk's Department**

- Assists in the preparation of agendas, resolutions, by-laws, staff reports, and minutes of Council and Committee meetings.
- Issues follow-up correspondence regarding decisions of Council.
- Provides preliminary responses to enquiries relating to land use planning and coordinates planning files.
- Researches the availability of funding and assists with preparing funding applications.

## **General Administrative/Clerical**

In addition to performing their major duties/responsibilities, as part of a small staff complement all administrative staff are expected to work cooperatively to perform general office duties which could include the following:

- Answering the telephone/front counter enquiries.
- Assisting other department heads, including Public Works and Fire, with administrative duties.
- Dealing with suppliers, consultants, and other service providers.
- Minor office equipment/computer troubleshooting.
- Maintaining the Township website and social media accounts.
- Assist with conducting municipal and school board elections.
- Performing other duties or responsibilities as assigned.

## **Required Knowledge, Skills, and Abilities**

- College diploma or university degree in a related discipline, or an acceptable combination of education and related experience.
- Willingness to take continued training as required.
- Minimum one year of relevant experience. Municipal experience considered an asset.
- Good working knowledge of office practices, basic accounting, records management, and the application of office equipment and procedures in a computerized office environment.
- Ability to communicate clearly and accurately, in oral and written form.
- Strong customer service skills.
- Proficient with computer programs for word processing, spreadsheets, presentation software, databases, and online applications.