Financial Assistant
Town of Thessalon
Job Description

PAYROLL

- Process bi-weekly payroll for review by Clerk-Treasurer consisting of inputting hours worked, charging hours to correct department, calculating pay and deductions and printing cheques.
- Maintain records of overtime worked and used or paid-out, sick time accrued and used, and vacation entitlement and vacation taken.
- Prepare regular monthly remittances ie. Receiver General, Employer Health Tax, Workplace Safety and Insurance Board, M.E.A.R.E., Family Support, C.U.P.E., R.R.S.P., O.M.E.R.S.
- Prepare annual year end reports – T4's, T4A's, E.H.T., W.S.I.B., and Receiver General.
- Prepare application for various summer grant programs, administering program, and submitting final reports as required.
- Insure TD1's are held, and current, for all existing as well as new employees.
- Issue Records of Employment when required.

TAXATION

- Prepare annual tax bills, both interim and final
- Prepare Tax Certificates as requested and insure collection of required fee.
- Calculate monthly late penalty on tax arrears and mail tax arrears notices.
- Record all property sales.
- Conduct annual review of tax arrears for properties three years in arrears; prepare notices to owners advising them the property is eligible for tax sale and request owner to arrange for payment of arrears.
- Responsible for preparation of required information on properties to be submitted for tax sale proceedings.
- Annually calculate invoice and track payment for properties eligible for Grants-in-Lieu.
- Prepare supplementary tax bills for new or increased assessment.
- Prepare calculate to balance taxes to be written off when assessment is reduced or deleted.
- Prepare school board payments.

WATER AND SEWER

- Prepare bi-monthly and monthly water and sewer bills for all customers.
- Assist in the receiving of daily payments at the counter when necessary.
- Record house sales, closure of accounts, and set up a new-accounts for regular bi-monthly billing.
- Correspond with our Financial Institution to provide new, amended or deleted information for pre-authorized payment participants.
- Issue Work Orders for water shut off or turn on as necessary.

OTHER DUTIES

- Issue and maintain record of bi-monthly Mayor and Councillor remuneration.
- Receive, calculate, and process Mayor, Council and staff expense cheques within allotted time, insuring expenses are apportioned properly and charged to the appropriate department.

- Assist at counter in receiving daily payments, and customer inquiries as required.
- Provide annual report of expenses and remuneration to Mayor and Council by due date.
- Assist in completion of daily routine in absence of others, ie. Completing daily bank deposits, take to bank or go to Post Office, answer the phone, provide counter service.
- Assist in preparation of correspondence, etc. as directed by the Clerk, following Council meetings.
- Tracking of EFT's, pre-authorized payments, debit/credit card transactions on bank statements.
- Maintain list of expiration dates, lease requirements and preparation of Town leases.
- Other duties as assigned.

MARINA/ARENA/MAP SECRETARY

- Liaison with Committee members.
- Prepare agendas, attend meetings and record minutes.
- Maintain and control minute book
- Follow directions for duties as required by Committee members

MARINA

- Accept and balance daily receipts received by Marina staff
- Track and balance credit/debit card receipts from Marina
- Maintain Operations Manual, Policies and Procedures
- Track seasonal boater

ARENA

- Track and invoice rink board advertising
- Canteen agreement
- Maintain Operations Manual, Policies and Procedures

LAKESIDE PARK

- Accept and balance daily receipts received from Park staff for the season
- Track seasonal renters for correct address, waivers and payment of fees
- Maintain Operations Manual, Policies and Procedures
- Prepare and send yearly packages to seasonal renters

LOTTERY LICENSE OFFICER:

- Establish a file on eligibility of organization
- Request and maintain information as required by the Alcohol and Gaming Commission of Ontario (AGCO)
- Provide application forms for specific licence required
- Issue licences and collect applicable fees
- Monitor conditions of licences to ensure proper procedures are being followed
- Complete and fax quarterly reports to AGCO
- Ensure that reports on licences are completed and received in a timely manner
- Maintain and control records of lottery licences

Updated September 2026