

# Town of Thorsby Job Posting

January 30, 2025

## Municipal Clerk – Finance Part Time Position (0.5 FTE)

**Union Position:** Yes

**Wage:** \$25.70 - \$28.13 as per the Collective agreement

**Hours of work:** MONDAY-FRIDAY 8:30 AM – 4:30 PM (1 Week On – 1 Week Off)

**Competition Closes Internally:** February 7<sup>th</sup>, 2025

**Reply to CFO:** [cvanleest@thorsby.ca](mailto:cvanleest@thorsby.ca)

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**Function:** working in conjunction with the current part-time Finance Clerk and assisting the Chief Financial Officer with all financial aspects of the municipality

### Duties will include, but not limited to:

#### ADMINISTRATION:

1. Front counter customer service
2. Answer all phone & email inquiries
3. Pickup, sort and distribute incoming mail to appropriate departments.
4. Filing of all payables, receivables, bank deposits, bank reconciliation, master reconciliations and any other documents as required.
5. Order and receive all approved stationery & office supply purchases.
6. Maintain all payables and receivables documentation in the vault ensuring proper protocol is followed regarding document destruction and retention.

#### UTILITIES:

1. Process all utility payments on a daily basis.
2. Ensure Meter Read download to Public works is ready for processing on the last business day of each month.
3. Import all meter reads on the first business day of each month.
4. Process all utility bills on the first business day of each month.
5. Run Utility penalties on the first business day of each month
6. Prepare all bills for mailing.
7. Prepare Utility arrears list for CFO approval on the 15<sup>th</sup> (or next business day) of each month
8. Prepare door knockers for utility arrears for the 15<sup>th</sup> (or next business day) of each month.
9. Prepare cutoff list for CFO approval on the appropriate day of every month.
10. Forward Utility Cut off List to Public Works once approved by CFO.
11. Process all reconnect fee charges on to reconnection accounts.
12. Process all non-reads and ensure billing correctly
13. Ensure town utilities are processed accordingly.
14. Prepare all Utility EFT payments for the last business day of the month for CFO sign off.
15. Process all Utility EFT Payments once sign off received.
16. Attend to all resident utility inquiries.



17. Process all move in and move out requests in a timely manner.

**TAXES:**

1. Process all assessment information in great plains received from Municipal Assessor in a timely manner for review by CFO.
2. Prepare assessment notices according to The Interpretation Act Section 22 (3) and the Municipal government Act Section 308.1 (1), 310 (1) and 310 (3).
3. Direct all appeal & assessment inquiries to the Municipal Assessor.
4. Update mill rates according to the Property Tax By-law for the year.
5. Process all Property Tax Levy Notices and ensure balancing to property tax by law.
6. Prepare all Property Tax Levy Notices for mailing by the first day of May.
7. Prepare all Tax Certificates as requested in a timely manner.
8. Processing all land titles changes in a timely manner.
9. Responsible for upkeep and accuracy of tax roll files.
10. Process all property tax payments on a daily basis.

**MUNICIPAL ENFORCEMENT:**

1. Process all new dog licenses.
2. Monitor all dog licenses on annual basis; prepare and mail out all renewals to dog owners on an annual basis in December for payment January 31.
3. Prepare enforcement list of non-renewed dog licenses February 1<sup>st</sup> and forward to CAO for approval.
4. Process all new business license applications.
5. Monitor all business licenses on an annual basis, prepare and mail out all renewals to business owners on an annual basis in December for payment January 31.
6. Prepare enforcement list of non-renewed business licenses on February 1<sup>st</sup> and forward to CFO

**ACCOUNTS RECEIVABLE:**

1. Process cash payments on a daily basis.
2. Complete cash out and bank deposits on a daily basis.
3. Process & record all bulk water sales.

**ACCOUNTS PAYABLE:**

1. Ensure all payables documents are authorized and coded by department heads to ensure proper monitoring of budget items.
2. Enter payables batches on a weekly basis for approval and posting by CFO.
3. Prepare Cheque run every two weeks to correspond with council meetings for approval by CFO.
4. Once cheque batch is approved and processed prepare cheques for signing in time for council meeting.
5. Once signed cheques are received, prepare cheques for mailout and prepare EFT batch for authorization and payment by CFO.



Donna Jona  
CAO

