

**Job Title: Development & Finance Assistant**

*Job Category: Administration*

Department/Group: Administration  
Location: Hardisty  
Travel Required:  
Level/Salary Range: \$25-28/hr  
HR Contact: Chief Administration Officer

Applications Accepted By:  
Fax or E-mail:  
(780)888-2200 sandy@hardisty.ca  
Subject Line: Development & Finance Assistant  
Attention: Chief Administrative Officer  
Mail:  
Town of Hardisty  
Attn: Chief Admin. Officer – Development & Finance Assistant  
PO Box 10  
Hardisty, AB T0B 1V0

**FUNCTION/PURPOSE:**

Under the direction of the Chief Administrative Officer, develop, implement and co-ordinate effective secretarial, clerical, and administrative procedures in the area of development permit follow-up, bylaw and policy and perform a variety of secretarial, clerical, and administrative tasks with a financial background and reporting requirements. As well as any other assigned duties.

**KEY RESPONSIBILITIES (% time)**

***Development Clerical Duties***

- Assist with the development, implementation, and coordinate effective clerical procedures for tracking of development permits and safety code permits.
- Provide administrative support to both the safety codes and development services in accordance with the Land Use Bylaw and the adopted Quality Management Plan and provide a link between the development and safety codes permitting processes.
- Make recommendations to maintain and improve procedural policies in development and the Land Use Bylaw.
- Co-ordinate with outside agencies (Superior Safety Codes) and assessment agency.
- Liaise independently with various Provincial Ministries and agencies, solicitors/notaries, public and others;
- Coordinate the administrative and secretarial duties for processing development permits and infractions
- Coordinate, track, and distribute payments to the appropriate accounts for monies received for subdivision and/or developments;
- Develop and administer tracking procedures for the development services area and financial budget relating thereof.

- ❑ Track and prepare lists and tables for all applications received and draft year end reports related to such;
- ❑ Research various planning projects and applications;
- ❑ Handle general zoning inquiries and be able to complete title searches using the Alberta Land Title's system
- ❑ Liaise with public works in regard to development and infrastructure concerns
- ❑ Answer queries from the public, research and assist in the processing of applications and complaints relating to development
- ❑ 40%

***Financial clerical duties***

- ❑ Responsible for the receiving and uploading of the town's assessment and balancing it annually.
- ❑ Updating and making changes to the tax rolls as required based on title changes and any required assessment changes.
- ❑ Field inquiries relating to taxation questions and assessment questions from ratepayers.
- ❑ Handle collection of accounts and advise on tax recovery process and assist in the administering of the tax recovery process.
- ❑ Review and compose monthly financial reporting for Council in regard to operating and capital income & expenditures.
- ❑ Complete quarterly GST returns and file with Revenue Canada
- ❑ Reconcile and report on reserve accounts and their cash holdings
- ❑ Provide assistance to the Finance Co-ordinator when it comes to monthly utility billing and assist with the reconciliation.
- ❑ Complete payroll services on a bi-weekly basis and the administering of the town's benefit plan for employee set up or termination.
- ❑ Process payment requirements for Revenue Canada source deductions and the local authorities pension plan and the reconciliation of those accounts.
- ❑ Complete annual T4 documents to personnel and Council and the filing of the T4 Summary and WCB annual reporting requirement.
- ❑ Provide back-up to the Finance Co-ordinator in the processing of accounts payable, accounts receivable and review the coding of income and expenses relating to these areas.
- ❑ 40%

***Customer Service and Communication***

- ❑ Possess tactful and courteous customer service skills, excellent organizational skills and have the ability to work in a demanding fast paced environment independently and in a team.
- ❑ Strong analytical and communication skills, both written and verbal.
- ❑ The ability to communicate effectively with public, supervisors, and other staff, and to foster positive work relationships
- ❑ 20%

***Risk Management & Safety***

- ❑ It is the responsibility of the Town of Hardisty employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.

- Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.
- Hazard Assessment and Risk Assessment for Roads, Solid Waste, Water, Wastewater, Stormwater Management, Developer Requirements, are contained in the Town of Hardisty Safety Manual

## **QUALIFICATIONS & EDUCATIONAL REQUIREMENTS**

### ***EDUCATION:***

Completion of grade 12

Post Secondary or work experience equivalency in: Business Administration, Financial Accounting or Local Government.

### ***EXPERIENCE:***

3 years related experience in local government or development. Financial background either local government or private sector.

### ***PREFERRED SKILLS:***

Strong analysis skills and accuracy

Strong understanding of policy and procedure

Strong computer skills in both Microsoft Office and local government accounting software

Project management skills and effective communication in a team related environment.

## **WORKING CONDITIONS:**

- Ongoing interruptions, phone and electronic communications
- Identified job hazards: Dealing with angry people, sitting for long periods of time along with extensive computer & typing periods. Some lifting is required to file or obtain documents in storage.
- Additional hours based on operational demands, may require attendance to some evening meetings.

Reviewed By: Sandy Otto – Acting CAO

Date: February 10, 2015

Approved By: Council

Date: February 10, 2015

Last Updated By:

Date/Time: