



Employment Opportunity

Financial Assistant

Reporting to the Deputy Treasurer, the Financial Assistant is responsible for Accounts Receivable and Payable, Payroll and Benefits, Asset Management, centralized Purchasing, and providing customer service support as required. The Financial Assistant assists with the preparation of the Township's operating and capital budget.

KEY DUTIES & RESPONSIBILITIES

- Responsible to ensure month-end and annual routines, reconciliations and uploads are coordinated and completed accurately within specified deadlines.
- Prepare annual reports, including WSIB, OMERS, and Employer's Health Tax.
- Assist with the maintenance of the Township's Asset Management inventory.
- Monitor and administer the Township's accounts receivable and accounts payable program.
- Provide back up to the Taxation and Revenue Coordinator as required.
- Monitor and administer the Township's payroll and benefits program.
- Work with the auditor to ensure that all necessary information and documents are available in order that interim and year-end audits for the Township can be completed.
- Assist with the Township's centralized purchasing activities by ensuring purchases are made in accordance with the Township's Purchasing By-law, efficiently and cost-effectively to take advantage of bulk/quantity discounts.
- Assist in the development of the annual operating and capital budgets. Process expenditures in compliance with Township By-laws, policies and procedures.
- Provide back up to the Taxation and Revenue Coordinator and Deputy Treasurer for the preparation of bank deposits, reconciling revenues against receipts; updating bank balance spreadsheet.
- Provide back up to the Taxation and Revenue Coordinator for the overseeing of the petty cash fund.
- Assist in the preparation of financial reports and Financial Information Returns required by the Provincial and Federal government.
- Assist in the development of the Township's User Fees and Charges.
- Provide administrative support to the Finance department including updating and maintaining the finance related pages on the Township's website.
- Provide input into the development and preparation of policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Township.
- Assist to ensure internal controls within the Township are being adhered to by all departments and all financial transactions are in compliance with corporate policy and internal control procedures.
- Identify, establish and implement best practices related to sectional activities with a focus on continuous improvement, efficiencies and cost effectiveness.
- Liaise with consultants, vendors and other government agencies.
- Responsible for Energy Consumption reporting.
- Calculate payments in lieu and process payments.
- Ensure timely responses are provided to department inquiries, Council and the public.
- Frequent contact with vendors, developers and taxpayers. Diffuse and resolve conflict.
- Carry out statutory duties of Financial Assistant.



- Participates in the Township's Training and Development Program and Annual Goal Setting Program as required.
- Responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Township of Puslinch Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.
- Develop and maintain job related procedures.
- Perform additional duties and special projects as required.

SKILLS & QUALIFICATIONS

- Post-secondary education focused on business, finance, accounting, public administration or other related discipline or equivalent combination of education and work experience.
- Minimum three (3) years of progressive, related and demonstrated experience.
- Membership in the Association of Municipal Managers, Clerks and Treasurers of Ontario or the Municipal Finance Officers' Association, preferred.
- Thorough knowledge of financial, purchasing, accounting and auditing principles and practices.
- Working knowledge of the Municipal Act and other legislation affecting municipalities.
- Demonstrated ability in understanding best practices in financial management and controls.
- Ability to handle matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Strong organizational skills to prioritize work load and perform tasks without direct supervision.
- Excellent verbal and written communication skills.
- Sound judgment and excellent analytical and decision making skills.
- Excellent interpersonal skills including the ability to work effectively in a team environment.
- Must be bondable.
- Computer proficiency in MS Office (Word, Excel, Outlook and database applications).

WORKING CONDITIONS

- General office environment
- Local travel
- Occasional exposure to conflict situations
- Must be able to work after hours or when deemed necessary to meet deadlines and deal with crises

This position offers a comprehensive benefit program and a salary range of \$63,044.80 to \$76,167.00

Applicants are invited to submit a cover letter and resume by no later than 4:00 p.m. on Friday, August 29, 2025.

ATTENTION: HR Department, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E: hr@puslinch.ca or F: (519) 763-5846. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact hr@puslinch.ca.