

	Municipality of the County of Annapolis <b>JOB DESCRIPTION</b>	Position Title: <b>FINANCE INTERN</b>
	Union / Non-Union: <b>NON-UNION</b>	Classification Type: <b>FULL-TIME, TERM</b>
	Salary Classification: <b>\$20.00/HR</b>	Approval Date: <b>December 16, 2024</b>

### **General Job Responsibility**

Finance Intern shall be responsible for assisting customers at the front counter, supporting the finance department's records management process, creating and formatting electronic fillable forms, providing support in change and implementation of new software systems, carrying out general finance administrative duties, providing ongoing support to other finance department staff, and carrying out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

### **Accountability**

This position reports directly to the Director of Finance.

### **Specific Job Responsibilities**

1. Assist customers at the front counter, by telephone and through email with the processing of payments on accounts, providing information on municipal billings and rates, and directs permitting and similar issues to appropriate municipal departments.
2. Support the finance department's records management initiatives including Accounts Payable, Accounts Receivable, and Cash receipting functions, ensuring current files are placed and stored accurately and archiving prior year files.
3. Create and format electronic fillable forms for expense reporting, online services and electronic processing.
4. Provide support for change and implementation of new software systems through data entry and/or confirming accuracy of data.
5. Carries out general finance department administrative duties through daily writing and responding to emails, answering and responding to phone calls, accepting and sending faxes, typing of documents, photocopying of records, posting mail, inserting cheque payments in envelopes followed by mailing of same.
6. Reviews returned mail when time allows to try to determine if there is another suitable address for the property or account holder, recommending the forwarding of returned mail to new addresses with the approval of the Accounts Receivable Manager.

7. Provides input into, and feedback on, Finance Department policies and processes including robbery prevention, cash handling, bank deposits, front counter safety and public access, and other financial matters directly impacting them.
8. Provides ongoing support to other Finance Department staff when called upon to assist with matters of urgency, or matters requiring extra assistance for short periods of time in line with other Finance Department responsibilities.
9. Prepares and compiles reports for Director of Finance or Accounts Receivable Manager on various topics and issues during the year as requested.
10. Other duties and responsibilities as may be assigned from time to time by the Director of Finance.

### **Qualifications and Expectations**

Candidates for this position must be enrolled and eligible for a co-op position through a recognized business administration program at a Nova Scotia Community College. Additionally, the candidate must have an interest in public sector accounting, previous experience in accounting and customer service would be considered an asset.

Due to the nature of this position, the employee must have data entry and public listening and communication skills with knowledge of the principles and practices of financial accounting, be fluent with Microsoft Office, and comfortable working in a time sensitive, fast-paced work environment, often with short timelines. This position will occasionally require work outside of normal office hours including evenings.