



TOWNSHIP OF RYERSON

JOB DESCRIPTION

Position: Administrative Assistant
Reports to: CAO
Date: October 20, 2025

Position Overview

The Administrative Assistant is responsible for providing financial, administrative, and clerical services to the Treasurer and/or the CAO/Clerk in order to ensure the effective and efficient operations of the Township. This role works closely with all Township departments, residents, and staff members and must always maintain positive and productive relations.

Duties and Responsibilities

Treasury

- Receiving, inputting, and reconciling property taxation and general payments.
- Processing accounts payable and accounts receivable transactions, ensuring accuracy and compliance with municipal policies.
- Entering and reconciling cash and cheque payments and preparing bank deposits.
- Collecting and verifying time sheets, entering payroll data, and tracking leave time balances.
- Assisting with the preparation, printing, balancing, and distribution of tax billings.
- Preparing and mailing tax reminder notices as required.
- Maintaining property tax accounts, including processing changes of ownership and mailing address updates.
- Responding to department inquiries regarding accounts payable, accounts receivable, and property taxation.
- Managing and updating data for a variety of permits and licenses issued by the Township.
- Assisting with the performance of year-end financial processes, including the issuance of T4s and audit support.

Administrative/Clerical

Performing general administrative tasks which could include the following:

- Acting as Receptionist in answering, responding to, and escalating public inquiries as required.
- Receiving and sorting incoming mail, and preparing documentation for mail out.
- Assisting other department heads, including Public Works and Fire, with administrative duties.
- Providing Clerical support including data entry, filing, and records management.
- Dealing with suppliers, consultants, and other service providers.
- Maintaining fuel logs and other CVOR-related records.
- Maintaining the Township website and social media accounts.
- Performing other duties or responsibilities as assigned.

Required Knowledge, Skills, and Abilities

- College diploma in a related discipline, or an acceptable combination of education and related experience.
- Minimum one year of general office clerical experience. Municipal experience considered an asset.
- Willingness to take continued training as required.
- Good working knowledge of office practices, basic accounting, records management, and the application of office equipment and procedures in a computerized office environment.
- Ability to communicate clearly and accurately, in oral and written form.
- Strong customer service skills.
- Proficient with computer programs for word processing, spreadsheets, presentation software, databases, and online applications.