

**POSITION:** Finance Administrative Assistant

**CATEGORY:** Temporary One Year Contract, 35 hours week

**HOURLY WAGE:** \$27.44 to \$32.10

Applications are now being accepted for the temporary one-year contract position of Finance Administrative Assistant. To apply, please submit your resume and cover letter to [hr@westgrey.com](mailto:hr@westgrey.com) by 12:00 noon on October 30, 2025.

## **ABOUT THE MUNICIPALITY OF WEST GREY**

With a population of over 13,500, the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt, and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas, and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

## **JOB OVERVIEW**

Reporting to the Tax Collector/Deputy Treasurer, the Finance Administrative Assistant is responsible for providing financial support and customer service.

## **JOB DETAILS**

### **Customer Service**

- Performs front-line customer service
- Answers general enquiries both in person, online and on phone
- Responds to municipal customer service requests as required
- Assists with processing payments as required

### **Finance**

- Receive and post payments to tax, water and other accounts.
- Respond to general tax and water enquiries
- Oversee dog tag program, including updating records and processing payments and mailing tags to pet owners.
- Assist with accounts receivable invoicing and recreation bookings
- Other duties as assigned.

## **KNOWLEDGE, TRAINING AND QUALIFICATIONS**

- Post-secondary education in business, economics, accounting, or finance

- would be an asset.
- Demonstrated ability to contribute to and build upon a positive and healthy work environment.
- Exceptional oral communication, political acuity, and strong interpersonal skills to deal with members of the public, staff, Council, and other levels of government.
- Excellent written communication skills with attention to detail and accuracy.
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision.
- Ability to consistently demonstrate initiative, with commitment to change management, quality improvement, and innovation.
- Demonstrated proficiency in Microsoft Office, and other related software; working knowledge of municipal asset management and financial software experience would be considered an asset.
- Satisfactory criminal record check.

## **WORKING CONDITIONS**

This position is primarily based in a climate-controlled office environment, with regular work hours being Monday to Friday. Frequent computer work with a need for visual and mental concentration is required.

## **EQUAL OPPORTUNITY EMPLOYER**

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Native American status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.