



## Town of Oxford

### Job Description

**Job Title:** Office Assistant  
**Department:** Administration  
**Supervisor / Reports To:** Town Clerk and Senior Accountant  
**Salary:** \$32,760 annually

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#### **Basic Duties / Functions:**

- Bank reconciliations
- Payroll administration
- Process monthly interest
- Process bi-annual property tax bills
- Process quarterly water bills
- Posting as required
- Online payments
- Prepares and post quarterly HST Returns.
- Record Council and Committee meetings
- Filing
- Research municipal information
- Communications
- Assists in special projects as requested.
- Performs other related duties as may be required.

#### **Qualifications**

- Secondary education in Accounting
- Secondary education in Office Administration
- Working knowledge of computer applications (excel, word, sage and TownSuite)
- Preference given to candidates with experience with TownSuite.

#### **Additional Skills and Abilities**

- Excellent interpersonal and communication skills.
- Excellent organizational and time-management skills.
- Possess analytical and problem-solving abilities.
- Be self-directed.
- Demonstrate ability to work to meet deadlines.
- Possess a high level of attention to detail.