



JOB DESCRIPTION

Job Title: Clerk Receptionist II	Department: Social Services	Division: Renfrew County Housing Corporation	Reports to: Site Supervisor
Revision Date: August 2009	Salary Grid: CUPE 4425	Location: Arnprior Site/Renfrew Site	

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

To provide reception, administrative, financial and data support services.

Qualifications:

- A minimum of one-year post secondary education in business administration
- A minimum of six (6) months experience in a financial environment involving calculation and report preparations would be an asset.
- Strong interpersonal skills and combined with excellent written and verbal communications skills along with a requirement for computer proficiency.
- Knowledge of legislation and regulations relevant to Social Housing would be an asset.
- A valid driver's license is required.

Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew.
2. Performs receptionist duties for the Housing Corporation and administrative support activities.
3. Inputs all pre-authorized payment data, handles money, financial tracking and reports on tenants along with rent changes and rent adjustments using a property management system.



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4. Calculates rents, prepares leases and provides all required duties in accepting and documenting rent.
5. Prepares reports and Landlord Tenant Board forms.
6. Performs other related duties.
7. Protects own health and health of others by adopting safe work practices, reports unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



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LIMITS OF AUTHORITY

The employer has the following limits of authority for the position noted above.

- 1.
- 2.
- 3.
- 4.
- 5.