

TOWNSHIP OF WEST LINCOLN
CUPE 1287 JOB DESCRIPTION



JOB TITLE	Accounting Clerk
DEPARTMENT	Finance Department, Corporate Services

JOB ID	WLCL05	JOB LEVEL	4
REPORTS TO	Deputy Treasurer	STD HRS OF WORK:	35 hrs/week

JOB SUMMARY

Responsible for processing accounts payable and payroll timesheets. Assist with general cashier duties for all revenues and respond to inquiries regarding property taxes and water billing at the front counter, by telephone and by email. Provide administrative support to the Finance Department.

QUALIFICATIONS

EDUCATION

- At least one year post secondary education in Accounting, Bookkeeping, or Business Administration and Microsoft Office
- An equivalent combination of education and experience may be considered

EXPERIENCE

- Minimum 2 years of related experience in a financial environment
- Minimum 1 year of experience performing accounts payable processing activities
- Experience in processing payroll preferred
- Experience with a municipal financial software system is an asset

SKILLS

- Must possess excellent analytical and problem-solving skills
- Strong customer focus with a flexible and cooperative approach
- Strong organizational and time management skills, with the ability to prioritize high-importance tasks along with weekly occurring activities
- Ability to work with limited supervision
- Excellent adherence to maintaining confidentiality of sensitive information.
- Strong working knowledge of Microsoft Office suite, with emphasis on Excel and Word
- Working knowledge of governmental accounting procedures and laws relating to taxation and assessment

SPECIAL CONDITIONS

- None

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RESPONSIBILITIES

Accounts Payable

- Process invoices for vendors, which includes distributing invoices for approval, verifying account codes, checking for proper authorization in accordance with the Purchasing Policy, and accurate billing
- Process cheque and Electronic Funds Transfer (EFT) payments to vendors, including uploading of EFT file to the bank
- Maintain vendor records including bank account information
- Electronic filing of invoice batches and cheque runs, with manual filing of hard copy vendor payments
- Daily monitoring of the Accounts Payable email account and forwarding invoices to appropriate individuals
- Reconcile vendor statements and contact vendors to resolve discrepancies
- Process monthly Township credit card purchases which includes verification of account codes and accurate tax calculations
- Process monthly batch for expenses paid by direct debit to the Township's bank account

Payroll

- Enter Public Works, Crossing Guards, Recreation, and Committee of Adjustment timesheets into payroll system after reviewing for accuracy in accordance with the Collective Agreement and Employment Standards Act
- Calculate statutory holiday pay for part-time/contract/seasonal staff and input into payroll system
- Provide backup assistance to the Payroll Coordinator in their absence, which includes administrative payroll tasks

Tax/Water/Customer Service Support

- Process cash, cheque and debit payments at front counter, including property taxes, water payments and others (such as parking fines, recreation registrations, planning fees, etc.)
- Shared responsibility for opening and/or closing the cash register till and balancing daily cash receipts
- Provide customer service at the front counter, by telephone and email, regarding property taxes and water. This includes answering questions about owners' accounts, payment history, payment options and purchasing/selling a property
- Assist in managing the Township pre-authorized payment (PAP) program for both water and property tax, which includes reviewing and entering website PAP request submissions and processing any changes to keep data current
- Assist with Township's Virtual City Hall software by answering customer inquiries and ensuring accuracy of information

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Departmental/Administrative Support

- Act as Township credit card program administrator, which include adding and deleting staff accounts, maintaining the account records, and assisting staff with technical issues
- Update website pages and forms for the Finance Department, as directed
- Letters of Credit – maintain Letters of Credit file and prepare correspondence to financial institutions for reductions and/or releases as requested by the Director of Finance
- Assist with Records Management – ensure proper retention/destruction of financial records in accordance with Township policies
- Perform quarterly reconciliations for the ‘NRT on Demand’ program and process memo for payment remittance, as required
- Assist in preparing and sending out departmental correspondence, such as water reminder and tax arrears letters, to Township customers
- Perform regular review and maintenance of customer accounts and related data
- Provide backup to the Accounts Payable/Tax Clerk and Water/Tax Clerk in their absence
 - Reconcile daily cash receipts and prepare bank deposit
 - Process incoming mail
 - Process electronic cash receipts
- Occasional receptionist duties

Other related duties, as assigned

JOB SPECIFICATIONS

Supervision Exercised

- None

Independence of Action / Judgement

- Assignments are covered by well-defined methods and procedures
- Some latitude exists for organizing work or exercising judgement within established guidelines
- Most unusual problems are referred to the supervisor

Decisions on which you seek consultation

- New or unusual situations which are not covered by established procedures

Relationships/Contacts

Internal:

- Employees
- Heads of Departments
- Occasionally provide training for Department Co-op Students

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External:

- Contractors and suppliers
- General public
- Professional agencies and government departments
- Business representatives

Physical Demands/Dexterity

- Light activity of intermediate duration
 - Sitting, standing, walking, stooping / crouching / kneeling
- Require the accurate coordination of fine movements
 - Keyboarding, mousing
 - Writing
 - Calculator keying
- Require completion of the following coarse movements
 - Filing, copying, stapling
 - Preparing mail

Concentration Demands

- Intermediate periods of mental effort required frequently
 - Computer work
 - Customer Service
 - Filing
- Frequent interruptions are common, so multi-tasking abilities are needed

Job Environment

- An indoor office environment with exposure to loud noises, interruptions, and lack of privacy
- Occasional exposure people who are difficult to deal with
- Handle cash

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

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APPROVED BY:

Signed by Bev Hendry

April 19, 2021

Chief Administrative Officer

Date