

TOWNSHIP OF WEST LINCOLN
CUPE 1287 JOB DESCRIPTION



JOB TITLE	Accounts Payable & Tax Clerk
DEPARTMENT	Finance Division, Corporate Services

JOB ID	WLCL04	JOB LEVEL	4
REPORTS TO	Supervisor of Accounting	STD HRS OF WORK:	35 hrs/week

JOB SUMMARY

Responsible for processing accounts payable and property tax account clerical changes. Assist with general cashier duties for all revenues and respond to inquiries regarding property taxes and other financial areas at the front counter, by telephone and by email. Provide administrative support to the Finance Division within the Corporate Services Department.

QUALIFICATIONS

EDUCATION

- At least one year post secondary education in Accounting, Bookkeeping, or Business Administration and Microsoft 365
- 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 with a municipal financial software system is an asset

SKILLS

- Experience with a municipal taxation system is an asset
- Ability to work with limited supervision
- 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
- Excellent adherence to maintaining confidentiality of sensitive information
- Strong working knowledge of Microsoft 365 applications, 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
- Exercise attention to detail with data entry, while ensuring weekly deadlines are met each time
- Process cheque and Electronic Funds Transfer (EFT) payments to vendors, including uploading of EFT file to the bank
- Monitor invoice due dates to ensure timely payments to vendors and taking advantage of/ apply vendor payment discounts where available
- Maintain vendor records including bank account information
- Electronic filing of invoice batches and cheque runs, with manual filing of hard copy vendor payments
- Process incoming Accounts Payable mail and distribution to departments
- Reconcile vendor statements and contact vendors to resolve discrepancies
- Share responsibility in processing monthly Township credit card purchases which includes verification of account codes and accurate tax calculations
- Calculate government remittances and process in accordance with the established payment schedules

Property Tax

- Ensure accuracy of property tax database by processing property title changes, ownership and address changes as directed by legal offices, MPAC, and other external parties in a timely manner
- Receive and prepare property tax and water certificate requests for legal offices upon request
- Perform regular review and maintenance of property tax accounts and related data
- Assist with Township's Virtual City Hall software by answering customer inquiries and ensuring accuracy of information

Cash Receipting/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.)
- Share responsibility for opening and/or closing the cash register tills, balancing of daily cash receipts, and preparing the bank deposit
- 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, processing any changes to keep data current and recalculating as required

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Departmental/Administrative Support

- Assist with Records Management – ensure proper retention/destruction of financial records in accordance with Township policies
- Act as Township credit card program administrator, which include adding and deleting staff accounts, maintaining the account records, and assisting staff with technical issues
- Assist in preparing and sending out departmental correspondence to Township customers
- Record manual journal entries in accounting system as directed by supervisor or other department staff
- Reconcile/maintain monthly HST payable, ensuring returns are filed as Federally prescribed.
- Provide backup to the Accounting Clerk and Water/Tax Clerk in their absence, such as but not limited to:
 - Monitor the Accounts Payable email account and forwarding invoices to appropriate individuals
 - Process electronic cash receipts
 - Assist with Township's Virtual City Hall software by answering customer inquiries and ensuring accuracy of information

JOB SPECIFICATIONS

Supervision Exercised

- None

Independence of Action / Judgment

- 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
- Members of Council
- Occasionally provide training for Department Co-op Students

External:

- Contractors and suppliers
- Legal offices

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- Taxpayers and Clients
- Professional agencies and government departments

Physical Demands/Dexterity

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

Concentration Demands

- Intermediate periods of mental effort required frequently
 - Computer work
 - Filing
 - Customer Service
- Frequent interruptions are common, so multi-tasking abilities are needed
- Must have ability to consistently meet weekly Accounts Payable deadlines

Job Environment

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

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.

APPROVED BY:

Chief Administrative Officer

Date