

POSITION DESCRIPTION

Position:	Accounts Payable/Accounting Clerk	Type:	Union
Incumbent:			
Reports To:	Director of Finance/Treasurer designate(s)		
Date:		Next Review Date:	
Positions Supervised:	None		

PART I - DESCRIPTION OF JOB REQUIREMENTS

General Accountabilities

The Accounts Payable/Accounting Clerk provides assistance to the Director of Finance/Treasurer or designate(s) in the development and implementation of financial goals and objectives relative to the processing and payment of accounts payable and general accounting and finance department requirements. The Accounts Payable/Accounting Clerk fulfils the day-to-day financial functions relating to accounts payable and general accounting and finance department requirements under the direction of the Director of Finance/Treasurer or designate(s).

Specific Accountabilities

The following accountabilities are not listed in order of priority:

Maintenance & Operations

1. Provides clerical and administrative support including, word and spreadsheet development and maintenance, filing, and other similar tasks.
2. Types reports, correspondence and other documents, as required.
3. Obtains information from Township files or other sources for background research to assist staff, as required.
4. Assists the Director of Finance/Treasurer or designate(s) in maintaining an effective and efficient work flow in the Finance Department.
5. Ensures correct procedures are followed for accurate, complete and verifiable record keeping and processing.
6. Monitors, maintains and processes all accounts payable, including but not limited to, the distribution of invoices, cheques and EFT payments, entering, filing, reporting, balancing, responding to enquiries, etc.

7. Fulfills all requirements for accounts payable reporting and submissions, including but not limited to, Council reports, HST and annual returns, etc.
8. Processes misc. accounts receivable invoices and ensures the collection of accounts receivable through the use of persistent and consistent procedures and practices, including (but not limited to) reminder notices, phone calls, emails, credit card approvals, collection agencies, and the assistance of other departmental Directors, Managers, Supervisors and staff.
9. Balances all responsibility related sub-ledgers, clearing accounts and other general ledger accounts as required.
10. Prepares and posts required journal entries for financial allocations, including but not limited to, photocopier use, postage etc. and other journal entries as requested by the Director of Finance/Treasurer or designate(s).
11. Assists the Director of Finance/Treasurer or designate(s) with various reconciliations, summaries and reports as required.
12. Provides backup support for utility (water and wastewater) billing and collection.
13. Performs and shares mail distribution, mail processing, receipting, banking, basic tax enquires and general reception functions along with other front-line staff, in a co-ordinated manner, as needed and required.
14. Balances and receipts misc. departmental deposits. Ensures that any discrepancies are resolved with the respective department and reports any unresolved issues to the Director of Finance/Treasurer.
15. Balances and enters Policy 91 (Community Grant/Fee Waiver Program) journal entries as approved by department Directors, Managers or Supervisors.
16. Maintains supporting documents and schedules for capital/major project expenditures, including progress billing summaries.
17. Balances and prepares requisition summaries for floats and petty cash funds, as required.
18. Assists the Director of Finance/Treasurer or designate(s) by coding departmental vendor invoices, as required.
19. Assists the Director of Finance/Treasurer or designate(s) to ensure that all necessary information and documents are available for interim and year end audits relating to accounts payable, misc. receivables and other finance related requirements.

20. Reports any maintenance requirements to equipment, property or process to the Director of Finance/Treasurer or designate(s) promptly. Arranges for servicing of equipment when required
21. Provides basic updates to departmental web pages; and gathers and submits information for advertising requirements, subject to the approval of the Director of Finance/Treasurer or designate(s).
22. Reports stock, supplies and equipment requirements to the Director of Finance/Treasurer or designate(s). Assists in researching or ordering required stock, supplies and equipment, and confirming receipt of same.
23. Co-ordinates the annual destruction of documents in accordance with the Township Retention By-law, and in consultation with the Director of Finance/Treasurer or designate(s) and the Clerk's Department.
24. Maintains, operates and assists in the implementation of accounts payable, accounts receivable and receipting management software.
25. Ensures the security of files and equipment in the Finance department are achieved upon opening and closing of the facility, as required.

Staffing

26. Assists in the basic orientation and training of new staff, as it relates to the position, as required, safely and in accordance with all policies, procedures, by-laws, Ministry guidelines, regulations and legislation.
27. Provides periodic guidance to students and part-time staff, as it relates to the duties of this position.

Communication

28. Provides exceptional front line reception/customer service, and responds to inquiries by providing verbal and written information or referring them to the Director of Finance/Treasurer or designate(s) and/or to the appropriate department/staff member as required.
29. Communicates and interacts effectively with other Township staff and co-workers, as required.
30. Communicates potential resolutions to issues as they arise, as well as potential improvements to departmental operations or workflows, for the Director of Finance/Treasurer or designate(s) review and consideration.
31. Assists the Director of Finance/Treasurer or designate(s) in the preparation of departmental activity reports.

Policy Compliance

32. Maintains, organizes and updates records and filing systems as required by legislation and internal policy.
33. Ensures compliance with Township and legislated policies, practices and procedures.
34. Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
35. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

Other

36. Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Experience

1. A minimum of two (2) years' recent experience in a related position is required.
2. General knowledge of Municipal accounting principles and practices is preferred.
3. Basic experience in bookkeeping and financial management is required.
4. Knowledge of and skill base in clerical functions is required.
5. Excellent cash handling and mathematical skills is required.
6. Communication, interpersonal and customer service skills to address requests, complaints, and exchange and clarify information and ability to maintain discretion and tact at all times is required.
7. Proficiency and experience with word processing (MS Word), spread sheet (MS Excel), presentation (MS PowerPoint), and accounting software is required, with a particular focus on accounts payable, and general ledgers is preferred.

8. Knowledge of all legislation, regulations and processes pertinent to accounts payable is preferred.
9. A basic knowledge of accounts receivable, municipal taxation and utility billing processes and procedures is preferred.
10. Strong time management and organizational skills is required.
11. Ability to work independently with minimal supervision is required.
12. The incumbent must possess the ability to provide a criminal check on an annual basis.
13. Must possess the ability to maintain confidentiality where mandated or required.

Education/Licences

1. Minimum of Grade 12 is required.
2. A three (3) year College diploma in Business Administration or equivalent is required.
3. Completion of, in the process of completing, or a willingness to complete a Chartered Professional Accountant (CPA) designation is preferred.
4. Continuing education to maintain and/or increase skills is required.
5. Possession of a valid “G” Driver’s Licence is an asset.

Working Conditions

1. Office work requiring periods of sitting, typing and use of office equipment. Interruptions are common. The individual does have the ability to move freely as required to reduce fatigue.
2. Availability to work occasional overtime as required.
3. Requires a need for detail and accuracy.
4. Exposure to predetermined deadlines, interruptions and setting priorities.
5. Deals with difficult customers occasionally.

Signatures

Date:

Incumbent

Manager