



JOB DESCRIPTION

Accounting Clerk

Reporting to the Director of Financial Services, the **Accounting Clerk** is responsible for the following:

PRIMARY DUTIES

Accounting: Perform general account inquiries and subledger account inquiries. Liaise with vendors, citizens, and outside organizations to respond to inquiries.

Payroll: Calculate payroll and prepare and submit Receiver General Remittances. Set up new employee records and termination requests. Prepare Records of Employment.

- WCB
- Receiver General remittances
- Pension remittance, records, update, and maintenance
- Follow the collective agreement.
- Answer general payroll inquiries from staff
- Provide department heads with appropriate payroll data if requested.
- Provide appropriate forms to staff to easily maintain records
- Complete all year end requirements

Business Licenses: Set-up new accounts, enter updates, prepare invoices & billing, produce reports for filing & review by supervisor. Prepare annual business licenses; update customer info & account status.

Accounts Payable: Ensure proper authorization and coding of invoices, invoice entry, update supplier information, preparation of cheques, filing of invoices, and production of reports for filing.

- Visa records, inquiries, maintenance, payments
- Employee expense claims

Utilities: Enter meter readings, produce reports, process bills monthly, update customer information. Prepare annual utility billings; update services and customer info & accounts. Mailing of utility billing.

Accounts Receivable: Customer set-up, invoice entry.

Cash Receipting: Balance cash receipts, prepare bank deposits and print all required reports.



Property Tax: Assist with property tax preparation, collection, tax certificate inquiries, general inquiries, mail outs and reconciliation. Liaise with citizens, banks, law offices, etc. on inquiries. Assist with various duties as required.

Month end: Reconciliation of all financial subsystems, Complete month end spreadsheet updates for Receiver General and all employee deduction accounts, etc. Any month end required reporting.

Capital Expenditures: Create a file system for all capital expenses, track all invoicing to these projects and complete reporting on these as necessary.

Job Processes: Keep up-to-date job procedures in binder kept at front desk and for your own records.

Phone & Voicemail system maintenance: Manage the phone system and voicemail system for all employees. Contact Telus when necessary to update system or solve phone and voicemail problems or inconsistencies.

Miscellaneous Duties: Miscellaneous duties as assigned by the Director of Financial Services.

SECONDARY DUTIES

Reception: All reception duties, including taking telephone messages, transferring calls, responding to routine inquiries within the scope of duties. This becomes a primary duty in the absence of the Administrative Assistant.

Citizen Services: Deal with all walk-in traffic. Help customers at counter; enter cash transactions into municipal software, including property tax payments, business license payments, dog license fees, utility payments, accounts receivable, and miscellaneous cash transactions.

Grant Information: File and update grant information in appropriate binders, as well as in general files, and assist with grant application preparation, reporting, and final submissions. Follow the grant application process in the Job procedure manual.

Dog Licensing: Enter customer & dog info into system, familiarize self with bylaw and impound fees.

Mail: In the absence of the Administrative Assistant follow AA job description duties. This becomes a primary duty in the absence of the Administrative Assistant.

Filing: Daily filing of correspondence, reports, etc. For office filing in the absence of the Administrative Assistant follow AA job description duties. This becomes a primary duty in the absence of the Administrative Assistant.



Cemetery Maintenance: Provide information to the public on plots, fees, procedures, and restrictions. Collect fees and record information in cemetery files. All cemetery-related work must be reviewed by the Chief Administrative Officer. Ensure that the Cemetery Database is updated after each entry.