

JOB DESCRIPTION



Accounting Clerk

Position Title:	Accounting Clerk
Department:	Financial Services
Supervisor:	Director of Financial Services

POSITION FUNCTION

Perform clerical and accounting functions related to accounts payable, accounts receivable, taxes and utility billing system.

Provide customer service functions related to town services and programs.

KEY DUTIES

- Cash Receipts – Set up cash receipting each day. Total cash, cheques, debit slips and balance with Cash Receipts Report. Prepare cover balancing report, attach to cash receipt report. Prepare deposit for bank. File daily cash receipts in appropriate binding cases. Follow up on unbalanced totals.
- Check balancing of Sonora Centre cash receipts, prepare journal vouchers, enter and post. Follow up on unbalanced batches.
- Enter and post journal vouchers from Finance Director as required.
- Answer telephone calls and emails.
- Take/pickup mail at post office, and deposits to bank.
- Maintain master tax and utility accounts which include any changes or additions to tax rolls received from Land Titles and BC Assessment. Maintain master Accounts Payable, Accounts Receivable and Pet License accounts. Follow up on delinquent tax accounts prior to tax sale notice.
- Set up and maintain Water Metering accounts.
- Enter Landfill AR, mail invoices with landfill slips and statements. Follow up on outstanding accounts.
- Balance and close sub-ledgers (AP, AR, Utility billing, Property Tax), print sub-ledger reports, balance with GL.
- Assist in providing information for year-end audit.
- Provide relief for Receptionist on an as needed basis and provide backup telephone answering service for overflow calls.
- Performs Payroll Accounting Clerk functions in the absence of the Payroll Accounting Clerk

Perform related duties where qualified.

WORKING CONDITIONS

Physical Effort:

- Touch keying on a calculator. (often)
- Sit with arms in an unsupported position while keyboarding. (often)

Work Environment:

- Office.
- Exposure to abusive people and negative situations. (often)

JOB DESCRIPTION

Accounting Clerk



KEY SKILLS AND ABILITIES

- Examine invoices and requisitions for accuracy and completeness.
- Use calculators with speed and accuracy.
- Organize and prioritize work.
- Maintain accurate records.
- Ability to provide a broad range of customer services and to receive, understand and resolve inquiries.
- Deal with the public and applicants using tact and diplomacy.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

- High school graduation.
- Second level CGA/CMA program (2 year)

Experience:

- 2 years of office experience or an equivalent combination of education and experience

OTHER

- Required to sign attestation of confidentiality.
- May be requested to substitute in a more senior position.