

JOB DESCRIPTION

POSITION TITLE: Accounting Clerk

REPORTS TO: Finance Officer

SUPERVISION: None

POSITION SUMMARY:

Under the direct supervision of the Finance Officer, the incumbent is responsible for performing clerical and accounting duties related to the operations of the office of the Grandview Municipality. The position involves dealing with the public, answering phones, and general accounting duties. The incumbent is primarily responsible for all accounts payable, accounts receivable and utilities, and will act as a back up to Finance Officer in their absence.

This position requires the incumbent to be self-motivated, organized, responsible and capable of dealing with general public, suppliers, etc. in an efficient, cooperative, and courteous manner. The incumbent may assist the Municipal Clerk when required or assigned.

DUTIES AND RESPONSIBILITIES:

1. Perform accounting functions related to; all general and utility functions, accounts receivable and payable, and maintain accurate records of requisitions and invoices.
2. Process accounts for payment and invoices for services rendered.
3. Process approved invoices to account payable system.
4. Reconcile accounts receivable and payable.
5. Manage pre-authorized tax, utilities, and mobile home fee payments and forward to bank on a monthly basis and as required.
6. Balance and process payable reports to ensure prompt payment.
7. Process requisitions in accordance with approved policies and procedures and respond to and investigate accounts payable inquiries.
8. Coordinate and maintain the Municipality's tax records and may communicate information to the general public and financial institutions.
9. Maintain various ledgers and balance them to the General Ledger.
10. Maintain the Mobile Park and business license records, agreements, invoicing, collections, and inquiries.
11. Issue tax certificates as required.
12. Assist with the preparation of annual audit working papers and annual financial plan.
13. Complete all year-end financial requirements using Munisoft modules.
14. Assist in the organizing and mailing of the annual tax statements.
15. Prepare Journal entries and adjustments as required.
16. Greet customers, respond courteously and constructively to public requests and complaints by providing or obtaining the appropriate information and/or directing to appropriate person.
17. Receive payment and issue receipts for all general and utilities payments.
18. Respond to all water billing inquiries, receive applications for water/sewer hook-ups and provide support regarding water billing adjustments as required.

19. Complete daily balancing of receipts and prepare the bank deposit.
20. Perform other duties as may be assigned from time to time.

SPECIFICATIONS:

Skills, Experience & Qualifications

- Completion of Grade 12 and a certificate/diploma in accounting and/or business administration.
- Over one-year of experience in municipal office environment including related accounting duties, or an equivalent combination of education, training, and experience.
- Completion of the Manitoba Municipal Administrators certification program or working towards an accounting designation would be an asset.
- The incumbent shall have an advanced knowledge of office procedures and equipment, and highly developed word processing and spread sheet skills with above average written and oral communication skills.
- A working knowledge of Munisoft applications including but not limited to Financials (general ledger & custom reporter, accounts payable, Paymate Acclaim Payroll) and Receivables (tax assessment, utility billing and receivables, general accounts receivable, and receipting).
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.
- Excellent computer skills: proficiency is required in the use of a variety of computer software programs and related equipment, including Microsoft Word and Excel.
- Must be able to deal with difficult situations and people.
- Must be capable of report writing and documenting clearly and concisely.
- Proven commitment to excellent work habits including a commitment to timeliness.
- Criminal records check and a child abuse registry check are required.

OTHER RELATED INFORMATION

- Normal hours of work are 8:30 AM – 4:30 PM (7 hours a day with one-hour unpaid lunch break).
- The work involves exposure to minor undesirable conditions such as office noise, continuous sitting, repetitive motion, and eyestrain.
- The position requires persuasive diplomacy, confidentiality, and courtesy when discussing matters either internally or externally with others.

EQUIPMENT USE

- Scanner, photocopier, facsimile machine, calculator, printer, etc.

Incumbent

Chief Administrative Officer

Date

APPROVED: April 2018

REVISED: January 2024