

Accounting Clerk – Finance

Administrative Level 5

Competition #127

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This full-time permanent position of 36.25 hours per week will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69. First consideration will be given to current City of Brandon CUPE employees. The City of Brandon reserves the right to underfill this position.

NOTE: The successful applicants must pass a Criminal Record Check and Background Check.

Rate of Pay: \$28.02 - \$29.18 (2025 rates)

Closing Date: 11:59 PM on July 21, 2025

This competition will include testing and an interview.

PURPOSE OF POSITION

The Finance Department endorses the Lean philosophy and requires all positions to incorporate and promote the process within their functions and duties. This position is responsible for providing expertise in the accounting and clerical work necessary to analyze and balance accounting records including reconciling bank statements, reconciling data in ledger accounts, posting transactions, providing routine financial reports, and helping with the maintenance of the property tax accounts and related files with a high degree of attention to detail. This position is part of a team and is responsible for performing other clerical functions within the department when required, as well as providing excellent customer service to both internal and external customers.

TYPICAL DUTIES AND RESPONSIBILITIES

- Receives and responds to enquiries made by phone, in person or in writing relating to property tax accounts, payments and related transactions;
- Responsible to maintain customer records;
- Responsible for the annual "Tax Sale" process in collaboration with the third party service provider;
- Responsible for maintaining records and processing transactions relating to the provincial Education Property Tax Credit Advance and assisting property owners with applications;
- Liaises on behalf of the City with the Provincial Assessment;
- Responsible for issuing and billing for Tax Certificates and property tax related account confirmations;
- Responsible for the preparation of the annual property tax bills and the supplementary property tax bills from balancing assessments, entering mill rate, testing, running actual batch, and balancing reports to GL;
- Responsible for maintaining the Tax Installment Plan and the related monthly bank transmission;
- Responsible for maintaining property tax accounts and balancing the property tax sub-ledger to the property tax receivable accounts;
- Responsible for generating and applying monthly penalties to outstanding property tax accounts;
- Responsible for the "Add-To-Tax" process for the utility and accounts receivable systems, ensures accuracy and audits the results on the tax system;

- Responsible for balancing system-generated information and for preparing various journal entries to the general ledger in order to maintain the operating accounts of the various city departments;
- Responsible for performing all activities relating to the bank reconciliation process;
- Responsible for reconciling all bank accounts of the city, as well as managing outstanding cheques and liaising with the City's Banker to investigate discrepancies;
- Responsible for ensuring the month end transactions from the sub systems are completed;
- Responsible for analyzing and balancing sub-ledger and other data to ensure accuracy and completeness of computerized accounting system;
- Responsible for maintaining process documentation for various ERP user transactions;
- Responsible for the production of routine accounting reports;
- Provides recommendations for process improvements;
- Provides recommendations for effective use of emerging electronic tools within the department;
- Performs some of the responsibilities of other clerical and cashier functions within the department due to staffing levels and when workloads require increased attention;
- Provides excellent customer services to all external and internal customers.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma
- Graduate of a recognized Post-Secondary School with a Business Diploma majoring in Accounting or equivalent;
- Minimum of two (2) years' experience in a computerized office environment.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Bank reconciliation experience is an asset.

WORK CONDITIONS

The Accounting Clerk works independently and in a team environment.

- Work in a shared and consultative manner with other employees (daily);
- Wide variety of tasks requiring ability to manage multiple unrelated projects, and make independent decisions (daily);
- Self-motivated, and quality driven, to perform independent projects (daily);
- Work is normally subject to periodic checks by a member of the Treasury Management Team who are available for advice on difficult or unusual problems, as well as through internal controls, audit and review of reports (occasionally);
- Responsible to the Accounting Manager.

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!