



## **JOB DESCRIPTION**

- TITLE:** Finance / Accounting Clerk
- REPORTS TO:** Treasurer/Deputy Clerk
- LOCATION:** Township Office
- SUMMARY:** Reporting to the Treasurer-Deputy CAO/Clerk, the Finance Clerk assists with various treasury and administrative functions, including but not limited to accounts payable, payroll, accounts receivable, budget, variance reporting, tax and fee collection, filing, and counter duties.

### **MAIN RESPONSIBILITIES** (This is not an exhaustive list)

1. Assists clients by providing information and follow-up steps on the part of the Municipality or other agencies.
2. Assists with Accounts Payable activities including entering data into financial system, processing payments, reporting to Council, record keeping, etc.
3. Assist with Payroll activities including journal entries, T4s, ROEs, bi-weekly employee pay, etc. under the supervision of the Treasurer/Deputy Clerk.
4. Assists with Accounts Receivable activities including issuing invoices, tracking payments, preparing tax arrears, preparing tax certificates, accepting payments, etc.
5. Assist with entering cash receipts and preparing weekly deposits.
6. Completes monthly bank reconciliations.
7. Prepares monthly payment voucher(s) under the supervision of the Treasurer-Deputy CAO/Clerk.
8. Assists with grant applications or other reporting.

9. Assists the Douglas Fire Committee with various bookkeeping and record keeping tasks.
10. Assists with maintaining or updating the Township website, social media and producing newsletters.
11. Provides information as needed to the municipal auditor.
12. Performs various reception and administrative duties.
13. Administers lottery licenses, dog licenses and files.
14. Assists with Livestock Damage Loss Compensation Program by preparing and reviewing claims submitted by the Livestock Valuers and submitting for payment.
15. Assists clients with general *Planning Act* inquiries such as zoning, severance, minor variance, and site plans by providing general guidance on processes and procedures.
16. Coordinates events, such as Canada Day with various volunteer groups.
17. Receives Building Permit Applications and reviews for completeness before submitting to the CBO.
18. Provides secretarial services to the Police Services Board (4 to 6 meetings per year).
19. Provides support to the Clerk's functions including minute taking, agenda preparation and distribution. Includes attending meetings.
20. Provides secretarial duties as required for Council members and department heads as required.
21. Provides support to the Public Works Department.
22. Assist with compiling Waste Diversion data reporting.
23. General filing and file retrieval duties.
24. Other duties as assigned.

#### **DIRECT REPORTS:**

N/A

#### **EDUCATION/EXPERIENCE:**

- One year Community College Diploma in Accounting, Business or related field.
- 3-year municipal accounting or finance (or related) experience (considered an asset).
- The Township may consider a different combination of education and experience where appropriate.

#### **ADDITIONAL COMPETENCIES/SKILLS:**

##### **REQUIRED:**

- AMCTO Municipal Accounting and Finance Program (MAFP) or ability to acquire certification within a specified timeframe.

- Basic accounting and bookkeeping skills.
- Sound written, communication and interpersonal skills.
- Competencies with various accounting and administrative software.

**DESIRABLE:**

- Accounting designation, certificate, or diploma.

**EFFORT:**

- Receives inquiries from the public.
- Handles and balances multiple shifting priorities.
- Requires attention to detail while performing general accounting, financial reporting or planning duties.

**IMPACT OF ERROR:**

Errors in may result in:

- Financial errors could result in increased costs or losses to the Township.
- Poor record keeping could pose problems collecting fees or taxes owing.
- Resident complaints.

**WORKING CONDITIONS:**

Normally 35 hours per week and occasional extra hours.

General office conditions.

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.**