



JOB DESCRIPTION

POSITION: Accounting Clerk

DEPARTMENT: Finance

SUMMARY:

This is a permanent, full-time position in the Finance department, reporting to the Director of Financial Services.

The Accounting Clerk performs a variety of financial and administrative functions to accurately record and report transactions in the District's financial and accounting systems, such as: bank and account reconciliations, accounts payable, accounts receivable, payroll, utility billings, general ledger maintenance, property tax administration, and tax report filings.

DUTIES AND RESPONSIBILITIES:

The following duties will be shared by the Accounting Clerk positions at the District of Lantzville and will include but are not limited to:

- Payroll – accurate processing of all payroll transactions for employees, Council, and volunteer firefighters in accordance with payroll legislation and contracts
- Accounts Payable – processing and monitoring of all accounts payable transactions in accordance with District of Lantzville purchasing and finance policies
- Accounts Receivable – generates invoices and supporting documentation, maintains accounts receivable transactions and collections
- Utility Billings – issues quarterly utility billings in accordance with user rate bylaws, administers and records leak adjustments, and responds to utility billing inquiries
- Back up and Support – assists the Administrative Assistant with front counter inquiries, coverage during absences, telephone inquiries, payment processing, and daily cash procedures
- Coverage – provides relief coverage for the other Accounting Clerk position(s)
- Bank Reconciliations and General Ledger Maintenance - prepares monthly bank reconciliations on a timely basis, posts general ledger transactions, adjusting entries, and completes month end closing processes and other account reconciliations
- Capital Asset Ledger Maintenance – monitors and records additions and disposals of the District's capital assets, prepares amortization calculations and maintains tangible capital asset schedule
- Asset Management - maintains asset attribute information (e.g. estimated useful life and replacement costs), and assists the Director of Financial Services with asset management report creation and analysis

- Property Taxation – assists the Director of Financial Services with the administration of the property tax process including issuing property tax notices, reconciling BC Assessment information in the financial accounting system, reconciling all property tax and deferral accounts, posting interest and penalties
- Financial Reporting – assists the Director of Financial Services with the preparation of regular and adhoc internal and external reports, including working papers supporting the annual Financial Statements, Statement of Financial Information, Annual Municipal Report, Climate Action Reporting and Gas Tax Reporting
- Five Year Financial Plan – assists the Director of Financial Services with the preparation, and analyses for the annual financial planning process
- Projects – assists with special project work or financial information requests that may be assigned periodically by the Director of Financial Services or the Chief Administrative Officer
- Performs general office duties, including processing documents for mailing, taking documents to the Post Office and picking up mail daily
- Other duties, as required
- Required to adhere to all Work safe BC regulations and any unsafe conditions are to be reported to the employee’s supervisor immediately.
- All persons employed with the District of Lantzville will be required to assist the District in providing emergency services. Duties assigned during an emergency may be different from regular duties

EMPLOYER DOCUMENTS REQUIRED:

ESSENTIAL:

- Performance appraisals will be performed every six and twelve months

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Director of Financial Services

Positions directly supervised by this position: N/A - None

REQUIRED EDUCATION, KNOWLEDGE, ABILITIES, SKILLS AND SUITABILITY:

ESSENTIAL:

Education:

- High-school diploma or equivalent
- At least four accounting and finance courses from a University or College recognized by CPA Canada

- Experience:**
- Minimum of two years' experience in a finance clerk position or equivalent position with another municipality
 - Demonstrated experience with computerized financial reporting systems
 - Minimum of two years' experience in payroll including benefit administration, or accounting/bookkeeping

- Skills:**
- Strong computer skills and proficiency in the use of word processing and spreadsheet programs (Excel, Word, Outlook)
 - Ability to organize work priorities, meet deadlines, and maintain confidentiality

- Knowledge:**
- Knowledge of and ability to implement safe work practices and the requirements of the regulatory agencies.
 - Knowledge of municipal financial systems and reporting requirements

- Abilities:**
- Able to deal tactfully, respectfully and effectively with other staff, management, elected officials and the general public
 - Ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively, both verbally and in writing.
 - Willingness to learn and adapt to changes in technology, policy, and procedure
 - An excellent team player with a focus on customer service

- Licenses/Certificates:**
- Valid BC Class 5 Driver's Licence
 - Pass and maintain Criminal Record clearance

DESIRABLE:

- Education:**
- Bachelor's Degree with a Major in Finance / Accounting, or equivalent of second year completion of a recognized accounting program (CPA, CA, CGA, CMA)

JOB DESCRIPTION APPROVAL AND DESIGNATION

- Full-Time:**
Part-Time:
Permanent:
Temporary:
Casual:

ORIGINAL SIGNED

 Signature
 Chief Administrative Officer: Ronald Campbell

Effective Date: August 19, 2021