

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY
Job Description

Position Title: Accounting Clerk II

Department: Finance

Purpose of the Position:

The Accounting Clerk II is responsible for all Accounts Payable processes, including year-end and audit reporting and providing assistance and backup relief to the Deputy-Treasurer for taxation and utility billing related duties. This position also performs data entry and backup receptionist, secretarial and support to the Finance Department.

MAJOR RESPONSIBILITIES

1. Program/Service:

- 1.1 Responsible for receiving, verifying, processing and reporting on all duties related to Accounts Payable processes daily with monthly and year end reconciliations.
- 1.2 Responsible for maintaining the Project Accounting sub ledger and ensuring its accuracy to balance to the General Ledger.
- 1.3 Responsible for bank account and transaction reconciliations, data entry, database updates, and provides financial research as required.
- 1.4 Responsible for completing ownership change requests, mortgage holder requests and maintains accurate records of requests. Processes tax certificate requests, receiving tax, water/wastewater and general payments, issuing receipts, preparing bank deposits, and entering accounts for payment related to the Finance Department into the computer system.
- 1.5 Provides backup reception duties for the Municipal Office, manages public inquiries, and provides information.
- 1.6 Provides backup relief to the Deputy-Treasurer as needed and administrative support to the Finance Department.
- 1.7 Under the direction of the Deputy-Treasurer performs the following tasks; Tax/Water Account bank reconciliations, apply for/process Section 357s, enter and process Minutes of Settlement & tax incentive approval tax billings, process penalty write-offs, add One-Time Charges, transfer amounts between tax & water accounts, apply for payment to government agencies for PIL properties, reverse and settle NSF cheque transactions, enters new addresses into property system
- 1.8 Deals politely and effectively with the public.
- 1.9 Takes initiative with tasks. Protects own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately, and attends all relevant in-services regarding occupational health and safety.
- 1.10 Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

2. Human Resources:

- 2.1 Not responsible for the supervision of others

3. Financial Resources

- 3.1 Enters and prepares general bank deposits
- 3.2 Holds signing authority to the municipal bank accounts for processing online and EFT payments

SKILL AND EFFORT

4. Qualifications:

- 4.1 Post-secondary diploma in Accounting/Business Administration and/or equivalent experience in business and/or finance is required
- 4.2 Knowledge of computerized accounting systems and MS Office software is required
- 4.3 Possess or working towards completion of Municipal Administration Program and Municipal Tax Administration Program and/or Municipal Finance & Accounting Program
- 4.4 Previous experience in a municipal finance environment with knowledge of GIS, Municipal Connect, Neptune 360 and online banking would be considered an asset
- 4.5 Strong interpersonal skills combined with excellent oral and written communication skills
- 4.6 Must be a self-starter, able to work independently and capable of meeting time schedules and short deadlines
- 4.7 Good analytical and problem-solving skills
- 4.8 High level of confidentiality
- 4.9 Clear criminal record

5. Physical Effort & Skill:

- 5.1 Physical demands require computer work, concentration and sitting for long periods

6. Working Conditions

- 6.1 Works in a clean office environment with a great deal of time sitting and working at a computer terminal. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Constant attention to detail is required with substantial work time involved in utilizing the computer system.
- 6.2 Deals extensively with staff, and other Department Heads to provide financial information.
- 6.3 Similar to other public sector positions in this environment, the individual from time to time is required to deal with members of the public who may become angry and agitated.
- 6.4 The noise level in the work environment is usually quiet to moderate

7. Decision Making and Judgement

- 7.1 Work is performed under the direction and supervision of the Treasurer and Deputy-Treasurer. Access is available to municipal policies and procedures, and government legislation for reference as required.
- 7.2 Required to meet weekly, monthly and annual deadlines with accuracy

Judgement is exercised in:

- Prioritizing and organizing workload to ensure timely preparation of accounts payable, bank deposits, tax & utility account requests and changes and billings to ensure deadlines are met
- Ensure accuracy of AP invoices and accounting records, taxation & utility payments, records, accounts and billings and resolving discrepancies
- Holding signing authority for municipal bank accounts
- Responding courteously to public inquiries, referring to appropriate staff when necessary
- Recommending changes to AP/Tax/Utility processes and procedures to Supervisor

8. Control Over Work Schedule

8.1 May be required to work beyond regular office hours to meet deadlines. Statutory deadlines must be met and statutory procedures followed thoroughly.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and should not be considered to be all of the work requirements that may be inherent in this classification.

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This job description was reviewed June 27 2022 and it reflects my job duties.