

**Cavan Monaghan
Job Description**

Position: Accounting Clerk

Reports to: Director of Finance/Treasurer

This job description was amended March 2025

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Job Summary:

Reporting to the Director of Finance/Treasurer, the Accounting Clerk is responsible for the maintenance of revenue based on financial transactions including sundry account billings, recoveries, accounts receivable, collections and cashier functions in accordance with Township policies, procedures and by-laws and municipal statutory requirements.

This position performs all accounts payable functions within the finance software in accordance with generally accepted accounting principles (GAAP).

This position maintains property tax accounts, accounts receivable, sundry and vendor customer accounts and adheres to, policies and procedures established for revenue based financial transactions including the deposit of cash/financial payments and the respective account reconciliations.

This position is responsible for calculating interest and penalties for customer accounts and interest revenue allocated to the various Township funds. This position provides cash flow reporting to assist with investment management. General accounting and reconciliation functions are assigned to this position. This position keeps abreast of current legislation and municipal practices.

This position provides back-up assistance within the finance department for business continuity and municipal operations.

Duties and Responsibilities:

1. **Account Maintenance:** Maintains property tax and sundry account customer information, including payment plan terms if applicable; issue billings, information, and any subsequent adjustments; generate statements; and responds to customer inquiries. Maintain records by account. Prepares Tax Certificates on request.
2. **Accounts Payable:** Responsible for the timely and accurate maintenance and data input of all accounts payable/liabilities and related expenditures as per the Township Procurement Policy and Purchasing By-law including:
 - a. updates and maintains databases of vendor master documentation,

- b. enters invoices as provided by Township Departments in the financial system for review and approval by the Deputy Treasurer,
 - c. receives from departments the approval as required; follows up with departments on outstanding invoices and approvals to ensure timely payment,
 - d. ensures proper authorization is given with each invoice,
 - e. reviews invoice detail and calculations including review of charges for HST to ensure accurate recovery or exemption from sales and use taxes,
 - f. balancing and preparation of checks for signature, by signing officers, including filing, mailing and distribution of checks for all departments,
 - g. must be aware of purchases that are affected by the Township's PSAB policy and consult with the Asset Management Technician on entry of these assets into the fixed asset module.
3. **Billings:** Prepares and/or provides backup of parameters for finance billing as well as other user fees and charges. Prepares and/or provides back up for invoices of sundry accounts including updating and maintaining all user fees and charges in the finance software. Responsible for and/or provides back-up for invoices and statements in a timely and accurate manner.
4. **Payment Processing:** Maintains processes and controls for the receipt and refund of cash/telephone and internet banking/telephone banking/wire transfers, Interac, etc. and its physical security; receives and prepares payments for deposit; executes financial processes and prepares financial transactions in Township financial system; actions NSF payments for recovery; reconciles/balances and prepares reconciliation reports of all accounts receivable and revenue all accounts; coordinates pre-authorized and credit card payments and transmits to the Bank. Data entry of accounts receivables and/or cash deposits in the financial system. Prepares bank deposits for review and approval.
5. **Internal Collections:** Corresponds with customers regarding outstanding balance and payment on accounts, transfers to taxes (priority lien status over 90 days) and recommends allowance for doubtful accounts and/or write off uncollectible accounts. Distributes returned cheques in accordance with departmental procedures. Liaise between customers and collection agency to resolve disputes on accounts.
6. **External Collection Agencies:** Identifies customer accounts that are uncollectible by municipal departments and determines viability of collection; determines need for external collection and bailiff; recommends

external collection service contracts and prepares associated documentation; recommends the assign of delinquent accounts for collection; and monitors external agency performance. Prepare reports on collection activity.

7. **Accounting:** The incumbent ensures that all revenues and receipts are correctly recorded in the Township accounts. Coordinates municipal levies and remittances with other finance staff. Enters journal entries in the financial system and maintains account reconciliations for the Finance Department.
8. **Customer Service:** Liaises with customers to resolve inquiries on all account receivable accounts.
9. **Finance:** Additional duties as assigned.

Supervision

This position provides no direct supervision to other Finance staff; however, this incumbent will coordinate activities related to the revenue function with municipal departments and other Finance staff.

Working Conditions

Exposure to a normal business environment of 35 hours per week in an office setting. Visual acuity and mental concentration with respect to details are required.

Education/Experience

- Post-secondary education in a business and/or finance related field.
- Minimum two years of accounting experience.
- Experience in a municipal/public sector setting considered an asset.
- Completion or enrollment in a municipal finance program or municipal experience in taxation, accounts payable/receivable, cash receipts and/or collections considered an asset.
- Knowledge of Public Sector Accounting Practices, Generally Accepted Accounting Principles and Municipal Government reporting requirements considered an asset.

Skills/Abilities

- Complete and thorough knowledge of finance policies, practices, procedures, and federal/provincial/municipal legislation related to revenue management, accounts receivable, collections, and property taxation.
- Strong understanding of municipal departmental/organizational programs and issues and can coordinate financial issues related to program revenue management.
- Strong analytical skills.
- Ability to apply knowledge of generally accepted accounting principles and the Government's financial policies and controls to financial activities, particularly those that relate to revenue, receivables, payables, and financial reporting.
- Proficient in the use of Microsoft Office including Word, Excel, and Access.
- Familiar with taxation databases or municipal finance software would be considered an asset.
- Ability to design and utilize computer-based spreadsheets to produce reports.
- Independent and effective problem-solving skills for planning, prioritizing, and coordinating activities and projects.
- Excellent administrative, analytical, research, organizational, and time management skills are required for this deadline-oriented position.
- Good teamwork and collaborative skills.
- Able to facilitate and influence positive outcomes to meet organizational goals.
- Project planning skills with the ability to develop innovative solutions to develop win/win relationships with clients and stakeholders.
- Ability to communicate effectively, professionally, and courteously with all levels of staff, elected officials, other levels of government, and the public, both verbally and in writing.
- Ability to maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act or other related and applicable legislation.