



Position Description

Title: Finance Clerk
Reports to: Manager of
Finance Status: Full-time
Classification: Administrative
Location: Town Hall, 493 Main Street
Hours: Monday – Friday, 8:30 am – 4:30 pm

Scope:

Processing customer transactions. Preparing A/P invoices for payment. Reconciling Bank Accounts and preauthorized payments. Review of A/R and issue monthly disconnection notices.

Qualifications

- Accounting Diploma or Equivalent
- Good working knowledge of Business English and Spelling
- Knowledge of Microsoft Office Suite, Office 365 would be an asset
- Knowledge of Town Suite would be an asset
- Familiar with office practices and procedures
- Knowledge of computer operations such as payroll, spreadsheet applications, word processing
- Highly organized individual
- Strong Interpersonal Skills
- Ability to prioritize multiple tasks and deadlines

Summary of Duties

- Process invoices for Accounts Payable
- Validate and verify invoices and purchase orders
- Verify coding and ensure supporting information is available
- Prepare cheque runs in timely fashion and in accordance with established procedures
- Print and mail cheques
- Correspond with vendors

- Issue purchase orders
- Purchase card program administration
- Weekly completion of bank reconciliation
- Process Expense Claims and forward those of Council and Senior Staff for posting on the website
- Record bank transactions
- Maintain records for all bank accounts
- Monitor suspense account
- Balance cash on hand
- Coding of online PAD payments
- Prepare and post journal entries daily
- Issue temporary vendor permits
- Process HST Rebate Claims Quarterly
- Process HST Offset Program Reports
- Process Fuel Tax – Gasoline/Diesel Refund Application
- Process insurance breakdown/allocation
- Maintain cemetery records (lot sales/burials) and financial transactions (secondary)
- Review of A/R for monthly disconnection notices and annual write offs
- Maintain Inventory Spreadsheet
- Assist Manager of Finance with Audit
- Assist Manager of Finance with Budget Preparation
- Assist Manager of Finance with SOE/FIR/Other Provincial and Federal Funding Reports
- Assist Manager of Finance with Monthly and Quarterly Budget Reports
- Process customer transactions (secondary)
- Answer telephone (secondary)
- Attend meetings as required
- Undertake relevant training to remain current with Municipal Finance
- Assist with the electronic on and off boarding of staff
- Maintain all required backup for entries booked in system
- Other duties as assigned