



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
Salary: Individual Contributor

Scope:

The Finance Clerk is responsible for processing customer transactions, preparing A/P invoices for payment, reconciling bank accounts and preauthorized payments, review of A/R accounts and issuing monthly disconnection notices. Additional accounting duties will be required outside of the billing function to support the Finance Department as a whole.

Qualifications:

- Accounting Diploma or Equivalent
- Good working knowledge of Business English and Spelling
- Experienced in Microsoft Office Suite
- 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 with excellent attention to detail
- Strong Interpersonal Skills
- Ability to prioritize multiple tasks and deadlines

Summary of Principle Duties and Functions:

- Process invoices for Accounts Payable
- Correspond with vendors
- 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

- 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 quarterly HST Rebate Claims
- 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
- 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
- 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