



Town of Erin
Corporate Services

Accounting Clerk

Job description and duties are currently under review

Business Unit: Finance

Position Title: Accounting Clerk

Reports To: Director of Finance

PURPOSE OF POSITION

Reporting to the Director of Finance, the Accounting Clerk is responsible for a broad range of corporate finance functions and tasks, including but not limited to the administration of general ledger, processing water billing and answering inquiries related to water reconciliations of bank accounts, assisting with budget preparation and quarterly financial reporting.

Position Requirements

Education

- University Degree in Accounting or Business Administration or related degree.
- Working toward Chartered Professional Accountant designation.

Experience

- Minimum 5 years' experience in a municipal finance or related government experience.
- Previous experience as a Accounting Clerk is considered an asset.
- Extensive experience in administration of payroll, pension and benefits.
- Expertise in Microsoft Office including Excel, Word, PowerPoint, and graphs.
- Proficient in financial software such as Keystone.
- Self-motivated, independent worker
- Superior oral and written communications skills

Skills

- Excellent knowledge and proficiency of computer taxation and water billing systems (Keystone preferred)
- Superior knowledge of Microsoft Office including Excel spreadsheets
- Working knowledge of municipal taxation, Municipal Act and other related legislation
- Sound understanding of municipal revenues and appropriate financial accounting
- Superior organizational and time-management skills to manage conflicting priorities and deadlines
- Excellent problem solving and conflict resolution skills
- Superior public relations and customer service skills
- High level of initiative and ability to work under pressure with constant interruptions
- Excellent communications skills
- Strong ability to work as a team member within the Finance Department and Corporate environment

Major Responsibilities include but are not limited to the following:

GENERAL FINANCE (50%)

- Coordinates and prepares audit working papers schedules, spreadsheets and financial reports for review by the Director of Finance and provides auditor with analytical detail when requested.
- Verifies and ensures the reliability of year-end general ledger account balances.
- Assists with the development and review of financial policies and processes.
- Liaise with Banking institution when required to stop payments, visa, etc.
- HST RETURNS – Prepare HST returns for various Town Facilities.
- OTHER DUTIES - Reconcile the Town's General Bank Statement to the General Ledger, keeping record of outstanding cheques, lost and stale dated cheques etc.

UTILITY BILLING (25%)

- Responsible for the water billing cycle.
- Receives and process water payments- mail online and in person.
- Coordinates meter replacements or trouble shoots meter reading errors
- Processes quarter and monthly pre-authorized payment and reconciles water accounts annually
- Answers inquiries related to water billing.
- Responsible for collections with respect to outstanding water payments.

BUDGET AND FINANCIAL REPORTING (25%)

- Assists the Director of Finance in the annual budgeting process by providing historical trend analysis with operating budget submissions.
- Assists departments with transaction inquiries and journal entries
- Prepares quarterly financial reports.
- Creates graphs and charts for visual presentation purposes.

Working Conditions and Environment

- This incumbent in this position will be working out of the Town offices.
- The foregoing represents a reasonable statement of the requirements of this position.
- This position is for a 35-hour a week position.
- Normal office hours are 8:30am-4:30 pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.

Interested applicants may submit their resumes to HR@Erin.ca. Resumes will be accepted until 4:30 pm on December 30, 2020

The foregoing represents a reasonable statement of the requirements of this position.

Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.