



**Town of Erin**  
Corporate Services

**Accounting Coordinator**

*Job description and duties are currently under review*

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**Business Unit:** Finance

**Position Title:** Accounting Coordinator

**Reports To:** Director of Finance

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**The Opportunity:**

Under the direction of the Director of Finance, the Accounting Coordinator is responsible for a broad range of corporate finance tasks, including but not limited to the collection, recording, and balancing of revenues, invoicing; prepare, record, and balance general deposits, and provide cash control support to all Town Business Units. Processes accounts payable invoices, reviews for authority thresholds, records invoices against Purchase Orders and confirms authorizing signatures and mailing of payments. The incumbent will also be responsible for water billing and answering inquiries related to water, assisting with budget preparation and quarterly financial reporting.

**Position Requirements**

Education

- Post-Secondary diploma or degree in Accounting or related field is required;
- Successful completion of the Municipal Accounting & Finance Program through AMCTO is an asset;

Experience

- Minimum 3 years' experience in a municipal finance or related government experience;
- Previous experience as an Accounting Coordinator is considered an asset;
- Expertise in Microsoft Office including Excel, Word, PowerPoint, and graphs;
- Proficient in financial software such as Keystone.

**Major Responsibilities include but are not limited to the following:**

- Accounts Payable – post all entries for Accounts Payable system and maintain accounts payable program;
- Accounts Receivable – water billings and collections;
- Advise and assist Directors on Accounts Payable and vendor questions for their departments;
- Process purchase orders and make sure documentation is complete and authorized according the Procurement By-Law;
- Obtain invoices from all Directors and ensure that they have been coded accurately;
- Allocate purchasing card expenses and check for completeness, original receipts, coding and signing authority;
- Review employee expense for reimbursement claims for completeness, original receipts, coding and authorized signature;
- Once cheques are signed, mail cheques with matching invoice stubs or information;
- Keep vendor lists current with the most up to date information;
- Answer all vendor inquiries;
- Provide auditors with year-end Accounts Payable schedules and requests for source documents;

- Organize, arrange and prepare General Deposit, including revenue received for all departments including but not limited to: developer's deposits, building deposits, dog tag revenue, fire department revenue, reserve funds, development charges, security deposits, LGHG deposits, BIA revenue, lease agreement revenue and misc. revenue;
- Balance and reconcile cash received according to the cash register and supporting documentation;
- Troubleshoot and investigate discrepancies in cash received;
- Post general deposit to applicable g/l accounts;
- Responsible for the water billing cycle and answering any inquires related to water billing;
- 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;
- Responsible for collections with respect to outstanding water payments.

#### Working Conditions and Environment

- This incumbent in this position will be working out of the Town offices;
- 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](mailto:HR@Erin.ca). Resumes will be accepted until 4:00 pm on December 13<sup>th</sup>, 2021.

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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*.