

	Finance Clerk Job Description	Department	Administration
		Date Approved	November 2024
		Revised	

REPORTS TO: Deputy CAO

REPORTS: None

Accountability/Responsibility

The position reports to the Deputy CAO and is primarily responsible for providing accounting support through the completion of transactions, reconciliations and reporting as needed for compliance and decision-making processes of the CAO, Deputy CAO, Public Works Foreman and Council of the Village office.

The position provides back-up and support to the Deputy CAO as required and acts as a back-up to the Administrative Assistant with the support of management in the event of sickness, vacation or other leaves of absence. This position may assist the Administrative Assistant when required or assigned.

Primary Duties:

1. Performs accounting functions related to all general and utility functions; accounts receivable and payable; and maintains accurate records of requisitions and invoices.
2. Process requisitions in accordance with approved policies and procedures and responds to and investigates accounts payable inquiries.
3. Processes approved invoices to accounts payable system.
4. Reconciliation of accounts receivable and accounts payable.
5. Balances and processes payable reports to ensure prompt payment.
6. Processes accounts for payment and invoices for services rendered, including permits and licenses and enforcement actions as issued.
7. Manages pre-authorized tax, utilities, payments and forwards to bank on a monthly basis or as required.
8. Coordinates and maintains the Village’s tax records and may communicate information to the general public and banking institutions as permitted by provincial legislation or municipal policy.
9. Maintain various ledgers and balance these ledgers to the General Ledger.
10. Assists in the organizing and mailing of the annual tax statements.
11. Issues tax certificates and related invoices as required.
12. Assists with the preparation of annual audit working papers.
13. Assists as required with the preparation of the annual financial plan.
14. Completes all year-end financial requirements using Munisoft modules.
15. Prepares journal entries and adjustments as required.
16. Assists where required and acts as a backup to fulfill payroll-related duties for the Municipality.
17. Performs any other duties that may be assigned from time to time.

Experience & Qualifications

- Completion of a certificate or diploma in accounting and/or business administration related program is required. A University degree, with a designation in a business-related field, would be an asset. A

minimum of one year experience in an office or customer service environment including related accounting duties is preferred. An equivalent combination of experience and training would be considered.

- An Urban Certificate and/or the willingness to obtain or demonstrate the equivalency of skills, qualifications and abilities related through the completion of the Local Government Authority Program from the University of Regina would be an asset.
- The incumbent shall have knowledge of office procedures and equipment and shall demonstrate financial proficiency in a variety of software programs (including word processing and spreadsheets) as well as office related processes such as data entry, reconciliations, procurement, reporting, etc.
- A working knowledge of municipal processes and Munisoft applications, including Financials (General Ledger & Custom Reporter, Accounts Payable, Paymate Acclaim Payroll); Receivables (Tax, Utility Billing, Receivables, and Receipting) would be an asset.

Computer software and equipment use:

Microsoft applications such as Word, Outlook, and Excel; Munisoft applications, including Financials (General Ledger & Custom Reporter, Accounts Payable, Paymate Acclaim Payroll); Receivables (Tax, Utility Billing, Receivables, and Receipting); online reporting applications; fax, multi-line telephone, copier, scanner and printer.

Unique Position Requirements

- This position requires persuasive diplomacy and courtesy when discussing matters either internally or externally with others. There is a need to exchange information requiring explanation and courtesy with the public and senior employees from other organizations.
- The incumbent may work directly with or be aware of confidential information in the course of their job duties and is expected not to disclose or use any confidential information in any manner for any purposes other than the proper discharge of their duties and responsibilities for the employer. Confidentiality is to be maintained at all times during, as well as after termination of employment for any reason.
- Analytical thinking, problem solving, strong verbal and written communication skills, the ability to work independently and collaboratively within a team environment, along with excellent attention to detail, organizational and time management skills are required.
- The work involves exposure to a fast paced environment, often with conflicting timelines and the ability to balance multiple priorities is an asset.
- The incumbent will conduct work within established practices but may apply some latitude in their implementation. Concerns along with innovative possible solutions will be relayed to the supervisor promptly.
- This position requires a valid Saskatchewan Class 5 driver's license and Criminal Records Check.

Incumbent

Chief Administrative Officer

Date