

## Accounting Clerk II

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Permanent, Full-time – Reports to the Manager of Finance and Administration  
Monday – Friday – 8:30 – 4:30

### Definition:

Reporting to the Manager of Finance and Administration, the Accounting Clerk II is a key member of the Finance team, providing excellent customer service to all departments, Management, Staff and external parties. Subject to Generally Accepted Accounting Principles (GAAP) and to the statutory regulations in the *Community Charter* and the *Local Government Act*, the Accounting Clerk II will support Management in ensuring the accuracy and timeliness of financial information to satisfy decision making requirements to achieve the organization's goals.

A major challenge of this position lies in the ability to meet the financial needs of the various departments while maintaining the integrity and controls of the financial systems; providing excellent customer service to other departments is critical to success in this role.

The Accountant II must be able to make rapid and accurate decisions based on prior knowledge or diversified closely related work experience.

### Overall Key Responsibilities:

- Records monthly financial transactions including, but not limited to, billing, receivables and collections, preparation of licences, accruals and reconciliations.
- Ensures the timely and accurate recording of financial data from subsystems (including Accounts Payable, Accounts Receivable, Business Licences and Building Permits, Pet Licensing and Municipal Ticketing), to meet cycle close deadlines.
- Ensures all documents received for processing are supported by sufficient documentation, appropriate authorizations and in adherence to policies.
- Prepares invoices as required, enters invoices into computerized system and ensures accurate recording of revenues and receivables.
- Performs follow-up on delinquent accounts by performing tasks such as making phone calls and sending reminders. Refers all recommended write-offs, transfer of delinquent accounts to collection agency and alternate payment arrangements to the manager for approval.
- Verifies, maintains and reconciles various accounts and records monthly and at year end.
- Processes day to day financial transactions including verifying, classifying, computing, posting, and recording Accounts Receivable/Account Payables and monthly entries.
- Involved with maintaining and supervising cash deposits and transactions.
- Assists other accounting staff within the department and provides back up as required.
- Assists in identifying and making improvements to departmental processes.
- Maintains up to date documentation related to the role including Capital Assets and Insurance.

- Provides accounting and financial information to department managers.
- Assists with year-end audit by preparing working papers and supporting schedules and by answering queries from auditors.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Working knowledge of the Generally Accepted Accounting Principles (GAAP) and of the regulations and terminology governing Local Government including PSAB, *Community Charter* and the *Local Government Act*.
- Proficiency with MS Office and the uses of standard office equipment.
- Ability to multitask, meet deadlines and work with minimal supervision.
- Ability to communicate effectively and efficiently with diverse groups.
- Ability to handle multiple goals, tasks, and inputs.
- Ability to adapt to the evolving work environment and changing needs of the organization.
- Ability to understand regulations and procedures of an accounting system and to instruct one or more staff on work practices as required.
- Ability to deal tactfully with a variety of contacts and to maintain effective working relationships with the public and other civic staff.
- Ability to maintain sustained attention to detail in checking and recording financial transactions.
- Ability to work independently and collaboratively.

**Minimum Position Requirements**

- Current enrollment or completion of a two-year Diploma Program in Accounting or similar field plus some experience, preferably completion of the first year in an accredited accounting program, CPA or equivalent.
- At least two years related experience including the use of accounting and office software applications in a complex organization, or an equivalent combination of education, training and experience.
- Local Government experience is preferred.