

Finance Clerk/ Data Entry Clerk

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 Finance Clerk/ Data Entry Clerk 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 Finance Clerk/ Data Entry Clerk will support Management in ensuring the accuracy and timeliness of financial information to satisfy decision making requirements to achieve the organization's goals.

This position performs various duties including data preparation and data entry functions related to accounts payable, accounts receivable, cash receipts and disbursements, utility fees and property taxes. Recording and balancing various cash amounts, processing information from source documents into the accounting system, and verifying the accuracy of the data.

The Clerk also provides administrative support as well as performing occasional front office reception duties including reception, filing and answering phones.

The successful candidate will be a team-oriented individual who enjoys changes in priorities, investigating and solving problems, has strong computer and analytical skills, and takes pride in providing exceptional customer service.

Clerk Duties:

- Receives cash and checks in the mail and processes them through the cash receipting system
- Finalizes cash outs and prepares bank deposits
- Counting, Sorting and Reporting all coin/ cash received from all departments
- Maintains inventory and reporting of bus tickets
- Maintains mortgage files associated with Property Tax accounts from each financial institution
- Data preparation and data entry functions related to accounts payable, accounts receivable, property taxes and utilities
- Receiving, recording, balancing and processing receipts for a variety of payments
- Entry of purchase orders to VADIM accounting software
- Preparation and circulation of invoices
- Filing and maintaining files as per the Village's record management system

- Other duties as assigned.

Reception Duties:

- Welcoming customers at the front desk
- Answering the telephone and forwarding calls where required
- Responding to basic inquiries, referrals to appropriate departments and follow up when required
- Opening and/or closing the Municipal offices
- Cash receipting – taxes, utilities, business and dog licenses and other revenue received over the counter or by mail
- All persons employed by the Village of Pemberton may be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties
- Other duties as assigned.

Minimum Position Requirements

- Grade 12 supplemented by administrative and accounting courses
- At least two years related experience including the use of accounting and office software applications, or an equivalent combination of education, training and experience
- Proficiency in working with Microsoft Excel spreadsheets and an ability to effectively use Microsoft Office and Outlook
- Highly effective communication, teamwork and customer services skills
- Discrete, with ability to maintain a high level of confidentiality
- Ability to work in a busy environment and multi-task while adhering to legislative deadlines
- Working knowledge of elementary accounting principles and practices
- An ability to work with a strong attention to detail within firm time lines
- Local Government experience is preferred.