

FINANCE CLERK

FUNCTIONS AND RESPONSIBILITIES

Under the direction and supervision of the Chief Financial Officer or designate, the person(s) assigned to the position of Finance Clerk performs a variety of financial duties associated with the Finance Department. There are four primary functions that perform their primary roles, plus undertake other duties as assigned (Payroll, Accounts Receivable, Accounts Payable and General Finance).

DUTIES

Payroll:

Execute the payroll on a bi-weekly basis for all employees, directors and commissioners; reconciliations and reports as required; keeping all associated records and files current; maintenance, reconciliations and reporting of all payroll benefit and pension plans; answer employee inquiries; apply provisions of the Collective Agreement relating to payroll administration; and preparation of T-4's.

Utilities:

Responsible for the billing and reconciliation of all water and sewer accounts; assisting customers with utility & water conservation information; and arranging for repair & reprogramming of water meters.

Accounts Payable:

Responsible for checking, coding, obtaining appropriate approval, and processing all invoices for payment; checking contracts as necessary to ensure correct charges and pricing; follow-up with suppliers regarding invoice discrepancies; and assist staff by researching and preparing reports and reconciliations as requested.

Accounts Receivable:

- Miscellaneous: Prepare and process invoices and associated reports.
- Solid Waste: Process invoices; prepare reports; establish & maintain accounts; communicate with clients; ensure computer programs are running properly and kept current at all sites; process financial paperwork; keep all involved up to date with procedures; site visits as required for training or other matters; and assist the Solid Waste Manager and other staff as required.

General Finance:

- Responsible for bank reconciliation: checking and cross referencing a variety of reports to balance the general ledger to the bank statement.
- Prepare and deposit monies as required; assist reception staff with cash receipts and other transactions as required; and arrange fund transfers to cover disbursements.
- Invoice municipalities when billing received from MFA; pay MFA and ensure all monies are received from municipalities by due dates; and reconcile and prepare reports of all MFA deposits.
- Provide information, research and assist with year-end reconciliations.
- Keep current in knowledge of the existing and new software; keep up to date with current tax legislation and filing/processing procedures and implement required changes pertaining to the job; keep current with meeting agendas, meeting minutes, policies and procedures of the Regional

District; work with other staff as required; and, be aware of other departments' work and projects for its Finance effect.

QUALIFICATIONS/EXPERIENCE

- High School Graduation with a minimum of one (1) year formal training and up to two (2) years' experience, or four (4) to five (5) years' experience in similar position.
- Working knowledge of computers, financial software and expertise with Excel is a prerequisite.
- A valid Class 5 Drivers' Licence must be maintained.

DESIRED QUALIFICATIONS

- Canadian Payroll Association (CPA) Certification is desired for the Finance Clerk (Payroll) position.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position