



JOB DESCRIPTION

POSITION: Accounting Clerk I

DEPARTMENT: Finance

SUMMARY:

Performs tasks relating to the City's financial services and assists in the corporate services as required. Financial work involves assistance to the Accounting Clerk II and the Manager of Finance, payroll, account receivable and payable, utility billing, business and dog licences, and other related financial tasks. The position also acts as a receptionist, answering telephone and in-person inquires and complaints.

DUTIES AND RESPONSIBILITIES:

- Acts as the Accounting Clerk II in his/her absence.
- Perform bookkeeping and accounting tasks including, but not limited to, coding, data entry, reconciliations and cash flows.
- Perform payroll data entry, calculations and maintain all payroll related records and reports.
- Perform property taxation, utility billing, accounts payable, accounts receivable, business licences, dog licences, parking tickets and any other sub-ledger related tasks as required.
- Performs updates to the tax and utility masters by entering BC Assessment monthly updates and adjustments
- Acts as a receptionist, answering telephone and in-person inquiries and complaints.
- Perform daily collections, reconciliations and analysis of monies, cheques, notes and other forms or exchange and deposit same in designated financial institutions.
- Process on-line payments received and administers the City's prepayment plan.
- Maintaining financial records and municipal software updates as required.
- Assist in the preparation of the annual tax roll and issuing tax notices and other statutory requirements associated with the collection of property taxes and other user fees.
- Assists with preparation of the annual utility billing.
- Prepare returns as necessary and remit monies collected on behalf of the federal

and provincial government, and other third party organizations.

- Assists in the administration of the Home Owner Grants, on-line payments, and school tax returns.
- Complete all month-end and year-end activities and reports associated with the duties of this position.
- Assists in the preparation of year-end and annual audit procedures.
- Assist with the preparation of the annual municipal reporting forms as required.
- Research and prepare reports, or analysis as may be necessary on special projects or assignments that may be assigned from time to time.
- Assisting other office staff as may be required.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Manager of Finance

**Positions directly supervised
by this position:**

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Accounting or bookkeeping Diploma or equivalent experience and education.

Experience: 2 years municipal financial accounting or similar environment.

**Licences/Certificates
Specific Skills**

- Strong interpersonal, verbal and written communication skills. Ability to communicate effectively (verbally and written) with staff, public, and other agencies.
- Competence in general office procedures and proficient in the use of equipment and computers, acquired through generally recognized course work, practical work experience.

Special requirements: Knowledge of Excel, Word, Council Views, MAIS, and accounting software would be an asset.

DESIRABLE:

Education: Accounting Diploma or working towards accounting designation (CA, CGA, CM)

Experience:

Licences/Certificates:

Specific Skills

Special requirements:

JOB DESCRIPTION APPROVAL AND DESIGNATION

Full-Time:

Part-Time:

Permanent:

Temporary:

Casual:

Pay Grade: 5 - 6

Signature
Department Head:

Signature
Chief Administrative Officer:

Effective Date: