

**DISTRICT OF ELKFORD
EMPLOYEE POSITION DESCRIPTION**

Position Name: Accounting Clerk 2 **Date of Revision:** September 23, 2009

Classification: CUPE, Schedule B **Date of Last revision:** November 4, 2005
Accounting Clerk 2

Weekly hours: 35 hours per week (modified for EDO Schedule)

Schedule of hours: Monday to Friday - 8 a.m. to 4:30 p.m. (modified for EDO Schedule)

Approval:

Chief Administrative Officer

Supervisor

Nature of Work:

Under the general direction of the Director, Financial Services, the successful applicant will perform a variety of general and specific duties at an intermediate skill level for accounting, customer service and clerical functions within the District Office. Work is performed with limited supervision and requires initiative and sound accounting judgment. It is expected that the incumbent will use ingenuity to perform the functions of the position, and with the approval of the Director, streamline processes to ensure the efficient performance of the duties of the position while maintaining the integrity of the financial and accounting systems.

Duties and Responsibilities include:

- a) Responsible for accurate maintenance and processing of all payroll related transactions and information for the District.
- b) Maintain Property Tax subsystem, including reconciliations and preparation of tax notices.
- c) Process incoming mail daily.
- d) Provide computer and telephone system support as needed.
- e) Prepare monthly school tax remittance reports and reconciliation.
- f) Bank Reconciliation Program – prepare timely reconciliation of bank accounts.
- g) Maintain Utility subsystem, including reconciliations and preparation of tax notices.
- h) Maintain Accounts Receivable subsystem, including reconciliations and issuing invoices.
- i) Maintain general ledger system, including reconciliations and reporting and month end/year end procedures.
- j) Maintain Vadim Client database and maintain the integrity of the property tax owner database.
- k) Other monthly reconciliations: bank accounts, sub-ledger clearing accounts, suspense and other miscellaneous receivable/payable accounts as requested.
- l) Prepare budget calculations for various wage and benefit accounts, and other accounts as directed.
- m) Prepare and process journal entries as required.
- n) Assist with counter and telephone inquiries as required in an accurate, timely and professional manner.
- o) Assist with preparation of year-end working papers.
- p) Provide relief and assistance to Accounting 1 position as required during the absence of the clerk, during high volume periods, and during an absence of the DFS.
- q) Perform clerical functions as required.
- r) Other duties as assigned.

Qualifications and Experience:

- a) High School Diploma
- b) Completed second year of a recognized accounting program (CGA, CMA, CA) or equivalent
- c) Completed payroll course
- d) Minimum of two-years accounting/bookkeeping experience
- e) Minimum of two-years payroll experience including benefit administration
- f) Minimum of two-years cashier experience including reconciliation of deposits
- g) Experience with word processing and spreadsheets (preferably MS Word and Excel)
- h) Experience with computerized accounting and cashier systems
- i) Typing speed of 45 WPM (minimum)
- j) Accurate data processing skills – both keyboard and calculator skills experience essential
- k) Ability to work with minimum supervision
- l) Ability to communicate effectively, both written and orally
- m) Ability to generate and verify accurate accounting data
- n) Ability to maintain confidentiality
- o) Ability to exercise courtesy and tact when dealing with both the public and staff
- p) Must be able to organize work to meet deadlines
- q) Must be willing to upgrade technical and accounting skills as required to optimize job performance