



## Township of East Zorra-Tavistock

### Job Description

### Accounts Payable & Receivable Finance Clerk

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1. **Position Title:**

Accounts Payable & Receivable Finance Clerk

2. **Date Approved and Revision History:**

September 2024

3. **Pay Grid:**

Grade 9 – Based on 35 Hours per Week

4. **Reporting Relationships:**

Reports to:

- i. Deputy Treasurer

5. **Purpose:**

- i. Responsible for accounts receivables/payables, drainage invoicing and revenue collection, assists Deputy Treasurer as needed and provides back up to front desk and phones.

6. **Scope of Position:**

- i. Work is varied and often in response to Council decisions in addition to the ongoing operations of the Township
- ii. All work is performed according to Township policy or is rooted in legislation - the incumbent is expected to organize workflow and work independent of close supervision

**7. Responsibilities:*****Accounts Payable***

- i. Receives and reviews all accounts payable invoices. Checks for accuracy and inputs invoices into the municipality's financial software system.
- ii. Responsible for the process and production of all accounts payable cheques and Electronic Funds Transfer ("EFTs") for all departments. Ensures accuracy of all cheques printed, prior to release to vendors.
- iii. Ensures all accounts payable cheques are properly signed and forwarded to the correct vendors.
- iv. Maintains current vendor listing to ensure proper production of accounts payable cheques.
- v. Responsible for monthly balancing of the accounts payable subledger to the general ledger.

***Accounts Receivable***

- i. Prepares and issues all municipal accounts receivable invoices, including, but not limited to; Drainage, Parks & Recreation, Fire, Roads, Finance and Corporate Services.
- ii. Ensures the timely collection of payments for accounts receivable invoices, reconciling the account and issuing "Past Due" notices, when required.
- iii. Responds to all accounts receivable account inquiries and questions on a timely basis. Coordinates communication with appropriate staff and customers, when required.

***Customer Service/General Office Duties***

- i. Provides back up for customer and telephone service, dealing with customers in respect to a wide range of needs quickly and efficiently
- ii. Develops and maintains good working relationships with the public, municipal employees, vendors and other government agencies.
- iii. Responsible for the preparation and mailing of finance-related correspondence.

- iv Prepares daily bank deposits and according to procedures established by the Deputy Treasurer, deposits into the Township bank account. Perform daily payment transaction balancing, funds for deposit and account adjustments and revenue report preparation.
- v Maintain confidentiality, security, awareness, cash keeping and handling.
- vi Responsible for the recording of NSF cheques received by the Township and pre-authorized payments ("PAPs") returned by the bank including the preparation and mailing of corresponding notifications to applicable person(s).
- vii Maintains accurate and consistent Laserfiche Finance filing records
- viii Uploads and maintains accurate information on the Finance section of the municipal website.

**Other**

- i. Assists with grant applications, budget preparation
- ii. Other duties as assigned

**8. Working Conditions:**

- i. Work is subject to shifting priorities.
- ii. Work is performed in full view of the public
- iii. Some risk due to stress and verbal abuse when dealing with irate ratepayers who will not or cannot accept Township by-laws and regulations or who deny tax delinquency.
- iv. Certain sense of urgency due to public service
- vi. Some tasks are subject to very strict deadlines and legislative requirements

**9. Hours of Work:**

- i. Thirty-five (35) Hours per Week
- ii. Normal hours are 8:30 a.m. to 4:30 p.m. Monday to Friday with one-hour unpaid lunch.

- iii. Attendance at occasional meetings outside of the normal working day may be required.

**10. Working Relationships:**

- i. With Deputy Treasurer – receives direction and guidance for daily and non-routine assignments. Discusses Township operations and priorities to provide efficient and effective Township administration.
- ii. With Management Staff - Provides co-operation for harmonious working relationships. Provides advice and assistance with respect to financial, treasury and accounting matters.
- iii. With Support Staff – Provides direction with respect to financial, treasury and accounting matters. Ensures both internal and external services are provided in a timely, accurate manner.
- iv. With the Public - Provides information and assistance; helps with applications, maintains a high level of tact and courtesy.

**11. Knowledge and Skills:**

- i. Training and education in Accounting, Finance or Business Administration.
- ii. Strong computer skills, proficiency in Excel an asset
- iii. Training and experience in office methods
- v. Ability to organize priorities and to work independently
- vi. Ability to serve and work with the Public

**12. Formal Education:**

- i. Completion of a 2 year post secondary diploma program in Accounting or equivalent program.
- ii. Training in computerized office software applications

**13. Impact of Errors:**

- i. Errors in giving information to the CAO, Council and public could lead to inadvertent misleading of the public, poor public relations and embarrassment to staff, self and Council.
- ii. Accounting errors could result in costly duplication of effort to correct, could result in incorrect financial statements being produced.
- iii. Clerical errors could be traced and corrected after costly duplication of effort and annoyance

**14. Control:**

- i. Direct supervision from the Deputy Treasurer

**15. Licences and Certifications:**

Must hold a valid Class "G" Drivers Licence

**16. Health & Safety**

Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.