



ACCOUNTING CLERK

Full-Time

The Town of Oliver is seeking applications for a full-time Accounting Clerk.

This multi-faceted municipal finance position is responsible for various accounting and clerical duties, including the processing of accounts payable, expense reimbursements and receivable payments, providing support to cashiers, tracking purchase orders and reconciling to invoices, processing payroll and benefits on a relief basis, generating monthly financial reports, responding to routine property tax and accounting inquiries, and assisting in preparing year-end audit information.

The successful candidate will have proven ability to multi task under pressure of deadlines, pay close attention to detail and work well with minimal supervision.

Qualifications:

- Grade 12 or equivalent, supplemented by a recognized accounting diploma;
- A minimum of four years accounts receivable and payable experience;
- Experience with Vadim software preferred;
- Knowledge of related legislation and Canada Revenue Agency requirements; and
- Demonstrate proficiency with Microsoft Office products, particularly Excel;

This regular, full-time position is included in the CUPE bargaining unit. Current hourly wages for the position are \$24.76 - \$28.71 based on 35 hours per week. Qualified individuals who are interested in the challenge this position offers, are invited to submit their applications by 8:30 a.m. Monday, March 5, 2018 to:

Devon Wannop
Chief Finance Officer
PO Box 638, 6150 Main Street
Oliver, BC V0H 1T0
dwannop@oliver.ca

Phone: 250-485-6201 Fax: 250-498-4466

**TOWN OF OLIVER
JOB DESCRIPTION**

POSITION: ACCOUNTING CLERK

DATE: NOVEMBER 29, 2010

REPORTS TO: MANAGER OF FINANCIAL SERVICES

DEPARTMENT: FINANCE

JOB SUMMARY

Under the supervision of the Manager of Financial Services the Accounting Clerk is responsible for the accurate processing of accounts payable and accounts receivable payments and running a variety of reports; reconciling, balancing and submitting year end reports; and liaising with supervisors, employees, and suppliers to ensure timely and accurate payments. Accounting Clerk also reconciles front counter cash receipts.

REQUIRED QUALIFICATIONS

Education, Training and Experience

Grade 12 or equivalent supplemented by a minimum of full completion of a recognized accounting diploma, plus a minimum of four years accounts receivable and payable experience preferably within a computerized fund accounting system. Preference will be given to candidates with experience working with payroll and employee benefits.

Knowledge, Skills and Abilities

Demonstrated knowledge of accounting principles and procedures.

Knowledge of related legislation and Canada Revenue Agency requirements.

Demonstrated proficiency with Microsoft Office Products, particularly Excel.

Proficiency with mathematical skills and operation of calculators, computers and other office equipment.

Ability to exercise courtesy and tact in the exchange of information with other employees and the public.

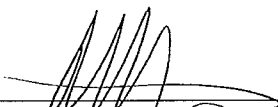
Ability to maintain sustained attention to meticulous detail.

Ability to prioritize work load and work under pressure to meet deadlines.

RESPONSIBILITIES

1. Supports cashiers by providing guidance on how to adjust receipt payments to balance daily cash; balances cash if required; processes automatic payments; records and verifies cash sheets received from staff at various locations; tracks bank deposits and maintains appropriate records; balances sub ledgers to general ledger (GL).
2. Tracks purchase orders (PO) and reconciles to invoices submitted by vendors; processes accounts payable invoices for payment by verifying goods received correlate with approved purchase orders, invoices and Town policies; ensures HST is assessed correctly and self assess the BC component of HST as required; prints cheques and processes Electronic Funds Transfers weekly and posts entries; maintains suppliers list and balances sub-ledger to GL.

3. Processes accounts receivable payments by matching, checking and recording required documentation; generates invoices as required; calculates and issues invoices for late irrigation charges; tracks on-going accounts receivables including recurring receivables such as leases, reciprocal agreements, cost sharing agreements and false alarms; generates aged trial balance reports; contacts customer to follow up on outstanding debts; refers to collection agencies in an attempt to collect monies; maintains customers list and balances sub-ledger to GL.
4. Calculates, prints and issues business licence invoices, tracks payment and transfers outstanding payment to property taxes as permitted; updates business licence master files.
5. Tracks building permit security deposits on spreadsheets, checks balances for accuracy, issues reimbursement of deposit when authorized by Development Services staff and reconciles account for year end audit books.
6. Processes employee and council expense reimbursement request by verifying expenses, entering data into tracking spreadsheet and ensuring expenses are authorized; prints cheques and EFT payments.
7. Generates monthly reports for accounts payable, accounts receivable and business licences to ensure postings are correct, closes the month end; prints specialized reports detailing labour, equipment and vendor for GL accounts as requested by the staff; prepares progress claims reports and processes requests by 3rd parties for credit status of contractors.
8. Assists in preparing year end audit information including council remuneration and expenses binder, capital binder, fuel reconciliation, and reviews accounts for transfer to property taxes as directed by the Manager of Financial Services.
9. Sets up leases and contracts bring forward files to track ongoing leases and contracts and flags dates for letters or invoices to be sent to lessee or contract holders.
10. Responds to routine property tax and accounting inquiries from staff and members of the public and refers more complex inquires.
11. Acts as a relief Payroll Clerk and Clerk-Receptionist as required.
12. Performs other related duties as required.



Chief Financial Officer