

# TOWN OF NIVERVILLE

<i>Section</i>	Personnel	<i>Classification</i>	
<i>Subject</i>	Accounts Clerk Job Description	<i>Pages</i>	3
<i>Authority</i>	Chief Administrative Officer	<i>Effective Date</i>	November 1, 2021
<i>Approved (date and resolution number)</i>		<i>Index Number</i>	

<b>POSITION TITLE:</b>	<b>Accounts Clerk</b>
<b>REPORTS TO:</b>	<b>Office Manager</b>

## *POSITION SUMMARY*

The Accounts Clerk as part of the Finance department will provide support to financial management system focusing on Accounts Payable and Receivable functions.

## *PRIMARY ACCOUNTABILITIES*

1. Performs all financial and administrative tasks related to the Accounts Payable and Accounts Receivable functions including, but not limited to:
  - a. Entering vendor invoices into accounting software;
  - b. Maintaining up-to-date records and filing of invoices;
  - c. Response to requests for information and assistance;
  - d. Issuing invoices and maintaining up-to-date records of receivables;
  - e. For relief or training purposes, may be assigned duties of other personnel.
2. Complete and file all input tax credit filings as per Canada Revenue Agency guidelines.
3. Other duties as may be assigned by the Office Manager or CAO.

## *PRIMARY QUALIFICATIONS:*

1. Positive outgoing personality with experience helping and addressing members of community within the Town guidelines;
2. Self-motivated individual and team player who is able to act both independently and with others to implement policies/directives of Office Manager;

3. Ability to interpret and make decisions in accordance with laws, regulations and established policies;
4. Ability to type at a speed of 55 words per minute (net) from clear printed copy;
5. Proven organizational skills with an aptitude for detailed output and accompanied with a strong deadline orientation, ability to prioritize workload; and
6. Experience in handling inquiries in a comprehensive and confidential manner.

### **TECHNICAL COMPETENCIES**

1. Ability to enter data with a high level of efficiency and accuracy.
2. Practical knowledge and experience in computer systems for business applications.
3. Previous Office experience desired.
4. Have experience working within a professional office with some financial understanding. Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying.
5. Previous experience in a municipal setting is considered an asset.
6. Strong organizational and analytical skills.

### **CORE COMPETENCIES**

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|--------------------------------------|--|
| ✓ <u>Integrity &amp; Trust</u> ..... | Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.  |
| ✓ <u>Accountability</u> .....        | Understands the role of leadership; makes oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.   |
| ✓ <u>Service Orientation</u> .....   | Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available. |

### **BEHAVIOURAL COMPETENCIES**

- |   |   |
|---|---|
| ✓ <u>Policy &amp; Procedure Knowledge</u> | Understands and applies knowledge of Provincial, Organizational and Departmental statutes, regulations, policies, and procedures. |
| ✓ <u>Interpersonal Skills</u> .....       | Relates well with all kinds of people, inside and outside the organization.   |

- ✓ Attention to Detail ..... Ensures information, task or assignment is completed thoroughly and accurately.
- ✓ Problem Solving ..... Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome.

*GENERAL:*

Employee is expected to work 30 hours per week.

*PROBATION PERIOD*

The employee shall have a 3-month probation period, if a new hire.

*PLACE OF WORK*

Work location: Administration Office, 329 Bronstone Drive