

**Date:** December 23, 2010

**Job Title:** Senior Accounting Clerk

**Reports to:** Director of Finance

**Positions Supervised:** n/a

**Position Summary:**

- Provide senior level accounting functions, responsible for administration and operation of the tax, utility, financial software administration, payroll and benefit functions

**Key Job Duties**

**Program Development and Implementation:**

- Provide accounting functions such as reconciliation of general ledger, preparation of journal vouchers
- Provide payroll and benefit administration
- Administration and operation of tax and utility functions
- Liaise with IT contractor on IT functions

**Operations- Administration/Working Function:**

- Ensure sub ledgers, bank accounts, cash receipts, T4s, Municipal Pension are balanced
- Provides T4 summaries and year end Municipal Pension reporting
- Assist with year end audit report by providing back up information, explanation of processes and responding to and resolving issues raised by the auditor
- Annual Tax Sale – prepare reports, notifications, advertising, and assists Director of Finance if Tax Sale action required
- Assist with external audits such as WCB, Revenue Canada, GST, prepare working papers, answer inquiries, respond and resolve issues
- Oversee payroll input calculation, update changes to personnel database, manage employee benefit packages, ensure employees are aware of benefit provisions, ensure benefit information is updated
- Oversee the District's sick leave administration, death and short term and long term disability benefits
- Maintain the District's taxation roll, update new property changes, add, delete properties update rolls, process correction in liaison with BC Assessment, calculate and prepare annual tax notices, collect taxes, prepare and assist with delinquent tax collection at the annual tax sale
- Perform collection functions which include school tax collection, homeowner grant administration, deferred taxes, retroactive homeowner grants
- Assist in determining the rate structure for District utilities by reviewing usage, assessing maintenance and repair costs, identify problems and working with external consultants to resolve issues
- Liaise with IT contractor on hardware and software solutions and provide trouble shooting support on financial software and minor computer problems
- Assist Director of Finance with preparation of budget schedules, drafting financial bylaws, policies and procedures, and financial statements. Prepare analytical spreadsheets as required

- Provide Cemetery administration by selling plots, provide operational requirements to Public Works staff, schedule the burials, maintain cemetery database

**Customer Service/Communications:**

- Respond to and deal with a variety of inquires regarding payroll, accounts payable, receivables, cemetery, property taxes, assessment issues, minor computer trouble shooting and utilities

**Risk Management Health and Safety:**

- Considerable due diligence required in maintaining the District's general ledger, taxes, utilities, cemetery, payroll, payable, receivables, software databases, ensuring employees are correctly paid and that the District receives the required payment for services
- Practice accounting functions aligned with established accounting standards, regulations and policies

**Leadership and Supervisory:**

- Participate as a team member ensuring for effective accounting functions, general ledger, taxes, utilities, cemetery, payroll, payable, receivables, , software administration and integration
- Provide instruction, guidance and advice to employees in effective accounting practices

**Financial:**

- Ensure for effective accounting functions such as general ledger, taxes, utilities, cemetery, payroll, accounts payable, receivables,
- software data bases

**Qualifications**

**Education/Certification**

- High school graduation,
- CGA, CA or CMA accounting program- 2 years
- Canadian Payroll Certification,

**Experience:**

- 5 years Municipal accounting experience or an equivalent combination of education, training and experience

**Skills:**

- Communicate effectively with employees, contractors, taxpayers, suppliers other government agencies and the public
- Demonstrate tact and diplomacy
- Develop and maintain effective workplace relationships
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

**Job Provisions:**

- Maintain professional and technical requirements for the position
- May be required to perform additional duties as assigned by supervisor