

Position Title: Finance Clerk Grade 3

Department: Finance

Regular Hours: 8:00 - 4:30, Monday through Friday

Rate of Pay: 17.55 to 19.66 (less 1.00 per hour if less than 120 days of service).

Department Supervisor: Finance Director

Minimum Requirements:

- High School diploma or equivalent
- Must have 2 years post secondary education or related work experience of three (3) years in a municipal finance office
- Ability to operate a computer including use of email, copier, fax machine, adding machine, phone system including use of voicemail, and other standard office equipment

General Statement of Duties: Assists with the day-to-day operation of the finance department; carries out responsibilities in some or all of the following functional areas: Sewer Billing, Accounts payable/receivable, Banking, Cash Handling, Customer Service, Data & File Management, Income Tax, Payroll and Purchasing.

Major Areas of Responsibility: Not Exhaustive

- Cash Handling
- Data Entry, Processing & Retrieval
- Department Support
- Document Maintenance
- Purchasing

Primary Objectives:

- Finance and accounting support for the department of the Finance Director
- Maintain confidentiality standards
- Implement best practices in the functional areas of public finance
- Enhance internal controls, separation of duties, productivity, quality, and customer-service standards
- Timely completion of departmental duties

Examples of Duties and Responsibilities

Cash Handling

- Create deposits
- Review and verify other department deposits

Data Entry, Processing and Retrieval

- Utilize department software in support of sewer billing, payroll, accounts payable/receivable and income tax functions
- Print, review and distribute department reports
- Bookkeeping

Customer Service /Department Support

- Answer phones and customer window
- Accept payments
- Maintain department supplies & inventory – From requisition through request for vendor payment
- General correspondence
- Provide department support for payroll, accounts payable and treasury management

Income Tax Support

- Customer service
- Processing returns
- Account management, documentation and reporting

Purchasing

- Create requisitions for the department
- Maintain Purchase order files

Required Knowledge, Skills, and Abilities

The individual should be self motivated, discerning and adaptable with the ability to access need, plan programs and execute plans without an excessive amount of supervision.

Job Requirements

These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Local income tax collection or utility experience is preferred
- Experience in a municipal finance environment
- Experience with accounting software and Microsoft Office products
- Knowledge of municipal utility billing
- Knowledge of government funds and purchasing methods
- Excellent written and verbal communication skills

Physical Demands

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Work Environment

General office environment; work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

Personnel within the Finance Director's offices have access to confidential and sensitive documents and are expected maintain the highest confidentiality standards.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.