

# **The Town of Parry Sound - Position Description**

## **Position Title:**

Accounting Clerk and Administrative Assistant

Updated 2019 01 22 from previous JD Accounts Payable Clerk

## **Reporting Relationship:**

Reports to and works under the direction and supervision of the Manager of Accounting

## **Purpose of the Position:**

- To provide bookkeeping and clerical services related to the accounts payable function;
- To provide bookkeeping and clerical services related to the asset management function;
- To provide a variety of clerical and administrative services to the Corporation's Finance Department.

## **Scope of the Position:**

Works in accordance with good bookkeeping, administrative, and clerical practices, relevant legislation and within systems, policies and procedures that are established for the Corporation's administrative operations.

## **Responsibilities:**

### **Accounting**

1. Processes and records accounts payable transactions, ensuring that transactions are correctly coded and approved, including processing manual cheques;

2. Issues purchase orders, verifies accounts, ensures that purchasing procedures are in accordance with the Corporation's policies, procedures and by-laws and files accounts payable and other documents;
3. Prepares, through a computer software program, summaries, reports and lists accounts payable for Council, Directors, support staff and public;
4. Partner with internal and external customers to resolve any invoicing or billing requirement discrepancies
5. Preparation of journal entries and reconciliation of general ledger accounts
6. Provides bookkeeping services in support of the management and accounting of the Corporation;
7. Performs as back-up personnel to the Payroll and Internal Customer Care Clerk for payroll and related functions, including bank deposits and outgoing mail

### **Asset Management**

1. Assists the Manager of Accounting with tracking capital projects, project expenses and accumulation of life-cycle costing;
2. Assists the Manager of Accounting with the reconciliation of capital assets for accounting and asset management purposes;
3. Assists with the preparation of summaries, reports and plans relating to the Asset Management activities of the Corporation.

### **Administration**

1. Maintains the department's hard copy and electronic filing system in accordance with the Corporation's Records Management System;
2. Provides clerical support services, word processing, and photocopying, acts as the department's administrative assistant;
3. Updates the Town's web page as required;
4. Answers enquiries, directly and by telephone, and provides factual information to the public relating to accounts payable;

5. Performs as alternate back-up personnel to the Receptionist/Cashier for receptionist and cashier functions;
6. Performs such other related duties within the general parameters of this job description, as may reasonably be requested by the Manager of Accounting which may be amended from time to time.

### **Working Relationship:**

1. With the Manager of Accounting  
Receives direction, guidance and encouragement; discusses plans and priorities.
2. With Other Staff  
Provides bookkeeping and clerical services in a spirit of co-operation and teamwork.
3. With External Contacts  
Serves the public at the counter and by telephone; provides factual information in a cheerful and positive manner

### **Education, Knowledge and Skill:**

1. Completion of at least one year post secondary training in bookkeeping or accounting.
2. Good knowledge, training and experience in municipal accounting procedures, especially accounts payable procedures.
3. Good organizational skills, initiative and ability to perform tasks without close supervision.
4. Good knowledge of applicable financial computer applications.
5. Basic knowledge of the legislation, policies and programs that affect municipal government.
6. Ability to perform data entry accurately and quickly.
7. Ability to work within the pressure of deadlines, attentive to both accuracy and detail.
8. Excellent interpersonal skills, including an appreciation of the need for tact, confidentiality, and a positive, cheerful and informed approach with the public.

9. Thorough and current knowledge of the Town of Parry Sound and the services of the Corporation.
10. Must be bondable.

### **Experience:**

Minimum of 3 to 6 months' experience related to this position is required.

### **Impact of Error:**

Errors could result in confusion, duplication of effort, financial loss to the Corporation, and misinformation being given to the Manager of Accounting.

### **Working Conditions:**

Usual public office conditions; work is in full view of the public with frequent public contact and is subject to deadlines and interruptions.

### **Physical Demands:**

Work is primarily in a seated position at a computer performing data entry; occasional standing at a counter, occasional lifting of record boxes.

### **Sensory Demands:**

Work involves entering data into the computer, answering phone calls, and includes interruptions resulting in need to shift focus in short timeframe.

### **Control:**

Generally supervised, including direct supervision on non-routine or special assignment by the Manager of Accounting.