



Job Description

Title: Finance Clerk

Reports to: Chief Administrative Officer

Department: General Government

Date Developed/Revised: December 21, 2015

1. FUNCTION

The Finance Clerk will be responsible for managing Town of Rosthern's utility billing system; accounts payable; accounts receivable; accurately completing payroll with all requisite deductions, and maintaining appropriate, effective, up to date and accurate documentation through an organized system of filing. Other responsibilities will include preparing deposits, making accurate monthly remittances, as well as providing assistance with annual audit working papers, and completing administrative duties related to the Town of Rosthern.

2. CORE COMPETENCIES

- Quality Orientation
- Time Management
- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Research and Analysis
- Decision Making and Judgement
- Operating Office Equipment
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating
- Communication
- Energy and Stress
- Team Work

3. JOB DUTIES

- Manage utility billing system.
- Manage accounts receivable and accounts payable.
- Perform payroll processes.
- Prepare monthly submissions for monthly and quarterly remittances.
- Prepare bank reconciliations.
- Prepare deposits and conduct banking.
- Receipting and balancing of fees and taxes.
- Audit accounts to ensure all payments are timely.
- Contact individuals with delinquent accounts.
- Respond to customer inquiries.
- Act as a first line contact with vendors regarding billing problems.
- Stay current with all regulations, practises, tax laws and reporting requirements.
- Organize filing of all appropriate documents.
- Attend Council meetings in the absence of the CAO.
- Perform other duties as requested by the CAO.

4. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- College Diploma in business administration, finance, accounting or a related field.
- 3-5 years' experience in accounting and payroll systems.
- Advanced proficiency with spreadsheet programs.
- Knowledge of the Munisoft accounting software programs is an asset.
- Able to build and maintain lasting relationships with other departments, government agencies and the public.
- Ability to adapt to and learn new software.
- Have analytical and problem solving skills.
- Possess cultural awareness and sensitivity.
- Able to demonstrate sound work ethic.
- Able to pay attention to detail and have a high level of accuracy.
- Be flexible and able to work well under pressure to meet set deadlines.
- Good organizational, time management and prioritizing skills.

5. WORK CONDITIONS

- Office setting with tight deadlines.
- Overtime as required.
- Long hours of sitting using office equipment and computers.
- Open office concept with constant interruptions.