

**Position Title:** Accounting/Administrative Support Clerk

**Department:** Transportation Services

**Reports To:** Director of Transportation Services

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## Purpose

To provide financial and clerical support to the Transportation Services Department. This will include providing financial accounting systems, receptionist and clerical duties, permit administration duties, as well as general assistance to the department.

## Responsibilities

### *Provides Accounting Support*

- Preparing and processing accounts payable transactions.
- Distributing payables to proper general ledgers and activity numbers.
- Entering data into corporate financial system (Great Plains)
- Preparing and processing bi-weekly expense accounts is shared with the Finance Officer for non-union (14) and union (50) staff (number of expense reports vary based on the season).
- Administers inter-functional invoicing for the department.
- Provide back-up support for external accounts receivables.

### *Payroll*

- Responsible for payroll of non-union staff within the department including editing and balancing timesheets considering pay rates and maintaining records regarding absences. Administering payroll in a timely, accurate and confidential manner.
- Track employee vacation time, sick time and lieu time in Excel and then cross reference numbers with Bellamy to ensure accuracy in HRIS.
- Provides back-up for administering payroll for union staff within the department.

### *Receptionist Duties*

- Answering telephone calls and routine inquiries.
- Receiving and providing direction to the public.
- Receiving departmental emails and administering as appropriate.
- Assisting with filing.

## *Permits*

- Administering permits.
- Administering payments.
- Reviewing permits for completeness, tracking and filing permits.

## **Working Conditions**

Hours of work are based on 35 hours per week. Overtime may be required on occasion. Work is subject to irregular deadlines, constant interruptions and is carried out in a public office environment.

## **Contacts**

### *Internal Working Relationships*

Internal relations with Grey County's Planning and Transportation Services staff and other departmental staff of the County of Grey as required.

### *External Working Relationships*

External working relationships with the public, consultants, contractors, suppliers, repair personnel.

## **Knowledge and Skill**

- Two year Business Administration diploma in General Business, Administration or Accounting.
- Highly skilled level of computer competence including Excel spreadsheets, Word processing, PowerPoint, Outlook and other commonly used software.
- Must be a good communicator, both verbally and written.
- Must possess a professional and positive attitude at all times.
- Must have good organizational skills.
- Must be able to work independently.
- Must be able to multi-task.
- Must have an understanding of accounting principles.

## **Impact of Error**

Erroneous information provided to the public or other agency could result in unsafe conditions or costly repairs.

Accounting, clerical, computer or payroll errors could disrupt financial accounting systems.

Errors or miscommunication or breach of confidentiality could result in unfavorable relationships between staff, council, other government agencies and the public.