



# Job Description

**Position Title:** Accounting Clerk

**Department:** Finance

**Reports To:** Deputy Treasurer

## Purpose

To provide record keeping, bookkeeping and other financial services to the Housing and Long Term Care Departments. To process transactions and controls for accounts payable and receivable. To perform accounts payable and receivable duties.

## Responsibilities

### Provides Accounting and Bookkeeping Duties

- Maintains accurate accounting of budgeted capital and property tax expenditures.
- Processes for payment quotations, tenders, invoices and statements. Codes invoicing to appropriate accounts, obtains authorization for payment, enters data to produce cheques (in County accounting system) and enters data in YARDI.
- Monitors utility billing irregularities and supplies information to Housing Department staff and utility companies for review and correction.
- Reviews long-term care accounts payable by checking for authorization of invoices and statements and accuracy of coding and taxation rebates and completes posting of batches. Makes recommendations for improving accounts payable processes and provides advice to long-term care staff on coding and procedures.
- Processes rent supplement and housing allowance landlord statements and non-profit housing provider subsidies and inputs into accounting system to produce cheques (in County accounting system).
- Processes tenant rent payments received by cheque or cash, issues receipts through the accounts receivable system, maintains accounts receivable batch and balances daily cash. Delivers daily Finance bank deposits to the bank.
- Processes travel claims for payment.
- Performs general accounting tasks.
- Verifies tenant rent charges are within authorized parameters for occupied units and applies monthly rental charge.
- Prepares monthly comparison report of rental charges and occupied units, analyzes

variances and makes corrections as required.

- Prepares monthly journal entry to record revenue reported in Housing property management software to County accounting system.
- Prepares monthly journal entry to record revenue received from Ministry of Long-Term Care into County accounting system.
- Reconciles Housing accounts receivable balances in Yardi to Great Plains on a quarterly basis, identifies variances and makes adjusting entries as required.
- Prepares monthly reconciliation of Housing bank account and journal entry to record information in County accounting system.
- Prepares adjusting and correcting entries to payable and receivable accounts, including the preparation of accruals at year-end, as required.
- Assists with preparation of monthly Long-Term Care payroll accrual.
- Assists with data entry of Long-Term Care financial information to OHRS/MIS mapping tables and annual returns.
- Prepares working papers for interim and year-end audit.
- Assists with the preparation of documentation of departmental instructions and procedures.
- Assists with the preparation and reporting of accounting and financial information as required.
- Assists with special projects and reviews of internal controls ie. Review of HST rebates and coding.
- Works with the public. Answers questions over the telephone and by personal service in the office.
- Maintains skills and knowledge by taking training and development through courses, seminars and selected reading.
- Responsible, as an employee, for occupational health and safety.
- Performs other related duties that are assigned by the Deputy Treasurer that may include assisting other staff in the Finance Department.

## Working Conditions

Usual hours of work are 35 hours per week. Overtime work may be required on occasion to cope with peak periods and deadlines.

Works in a public office environment, which is subject to interruptions, distractions and deadlines in the accounting cycle. Frequent interruption can be expected to respond to demands and requests for information and assistance. Long periods of concentration are required to input data accurately and in a timely manner.

## Contacts

### Internal Working Relationships

Establishes and maintains cooperative working relations with tenants, suppliers, Department managers and workers and other County employees.

### External Working Relationships

Provide general information to the public about specific departmental transactions.

## Knowledge and Skill

A two year Community College business program diploma, or equivalent experience with training in clerical, accounting and office practices with emphasis on municipal accounting and finance, as well as a strong knowledge of computerized accounting system. Two years of directly related experience.

Organizational and priority setting skills with the ability to exercise judgement and maintain confidentiality are required.

The ability to work independently, and as part of a group, and to maintain effective relations with the public are also required.

## Impact of Error

Accounting errors would disrupt finance and accounting systems within the department. Errors could be traced and corrected with time and duplication of effort. Errors and a failure to detect errors made by other staff that record accounts receivable and payable would impact financial reports prepared by the Director of Corporate Services/Deputy Treasurers resulting in incorrect information being used by Housing department staff and Council.

Inappropriate use of confidential information may result in loss of confidence and credibility within the Department.

Inaccuracy in receiving rent payments could result in temporary loss of revenue and adverse criticism of County of Grey. Lack of courtesy in performing duties could result in a poor image of County of Grey staff.