



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

JOB POSTING

FINANCIAL SERVICES CASUAL POSITION

March 9, 2021

The Village of Cumberland invites applications for the position of Casual Accounting Clerk I.

The successful applicant will be required to work on an as-needed basis, up to a maximum of 35 hours per week, during regular business hours Monday to Friday 8:30-4:30. As this is a casual position, hours of work are not guaranteed.

This is a Union position and subject to the Collective Agreement between the Village of Cumberland and CUPE Local 556. The wage for the Accounting Clerk I position is \$29.13 per hour with benefits and increases as per the Collective Agreement.

For more information please contact Michelle Mason, Chief Financial Officer at the Village of Cumberland at 250-336-3004. To apply for this position, forward a cover letter and your resume in confidence to mmason@cumberland.ca.

Applications will be received until **the position is filled**.

We sincerely thank all candidates for their interest; however; only those selected for an interview will be contacted.

ACCOUNTING CLERK I JOB DESCRIPTION

POSITION SUMMARY

Reporting to the Financial Officer, the Accounting Clerk I performs a variety of accounting functions within the Finance Department, including accounts payable, accounts receivable and general accounting administration. The position provides a high level of customer service for external and internal clients and provides financial support with a broad range of finance and administrative duties, projects and operations. The Accounting Clerk I will cross-train with and provide cross-coverage for other front office positions. The incumbent must have the ability to exercise diplomacy and tact and have strong communication skills, both verbal and written. The position requires independence of judgment and initiative in organizing work routines, handling technical work problems, meeting tight deadlines and performing other duties.

REPORTING RELATIONSHIPS

This position reports to the Financial Officer.

RESPONSIBILITIES

Customer Service and Cash

1. Performs reception and telephone system duties for Village Hall including receiving and referring visitors or telephone calls to appropriate departments, answering general and routine telephone and counter queries.
2. Records and observes patterns with respect to customer concerns/complaints and seeks guidance from or recommends actions for alleviation of those concerns to management.
3. Processes all municipal payment receipts and homeowner grants, balances daily cash; prepares bank deposits and delivers deposits to the bank.
4. Provides information to the public, legal firms and lending institutions including property taxes and utility levies, assessments, property tax deferments, prepayments and homeowner grants.
5. Receives and starts the process for municipal applications as per Village bylaws.
6. Performs title searches for internal and external requirements.

Accounts Payable

7. Receives, tracks and maintains purchase orders and contracts.
8. Verifies general ledger codes and proper authorization.
9. Processes vendor invoices, purchasing card transactions and petty cash payments.
10. Prepares cheque payments for authorized expenditures.
11. Creates, balances and posts accounts payable invoice and payment batches.
12. Ensures that third party statements and accounts payable sub-ledger are reconciled.

13. Maintains an accounts payable sub-ledger and an organized vendor payment filing system and related reports.
14. Monitors adherence to and remains current with Provincial and Federal commodity tax regulations; prepares and submits the Sales Tax reports to the applicable agencies on a timely basis.
15. Calculates and remits monies collected on behalf of other governments and agencies.

Month End and Year End

16. Ensures accounts payable sub-ledgers are reconciled to the general ledger monthly.
17. Tracks and processes carbon tax and offsets information for reporting.
18. Preparation of monthly trial balance analysis with supporting documentation.
19. Oversees Village's tax receipt program for charitable donations; prepares official tax receipts for donations received, ensures receipt is issued to correct donor and balances to general ledger.
20. Assists in the preparation, set up, and processing of accounts, account ledgers, reconciliations, and financial statements utilizing sound fund accounting principles and practices.
21. Assists in preparation for interim and annual audits including the preparation of accurate working papers.
22. Works with external auditors.

General Duties

23. Maintains office supplies for organization.
24. Tracks and reconciles bylaw, transit and other required municipal information.
25. Resolves collections of fines issued through the Village ticket information system and coordinates with collection agencies.
26. Processes petty cash.
27. Assists with accounts receivable billings.
28. Processes BC Assessment data advice loads, including identifying errors and resolving discrepancies. Performs manual changes to customers within the financial system as required.
29. Performs general and specific bookkeeping and accounting tasks.
30. Produces and maintains or assists the supervisor in maintaining information and data necessary to produce reports to meet internal and external requirements.
31. Prepares correspondence and reports as required.
32. Performs any other department backup functions and other related duties as assigned or required from time to time.

GENERAL DEPARTMENT RESPONSIBILITIES

- Ensures compliance to all Village policies, bylaws, agreements, contracts and external regulations.
- Provides input on modifications or improvements to policies, procedures and practices to improve the functioning of the Village's Financial Department; provides input to written work procedures for own area of responsibility as requested.
- Carries out safe work practices and adheres to safety and other work-related regulations; reports unsafe and/or insecure situations that may arise from time to time; implements emergency procedures as directed.

MINIMUM QUALIFICATIONS:

Education Requirements:

- Completion of the second year of a recognized program of accounting studies (business/accounting diploma from a recognized post-secondary institution, Chartered Public Accounting program etc.)
- Preferred
 - Certified Payroll certification from Canadian Payroll Association or equivalent

Experience:

- Three years of general accounting experience including exposure to bookkeeping, financial reporting, accounts payable and receivable processes within the last ten years
- Three years of reception and cash handling experience within the last ten years
- Preferred
 - Experience working in local government finance
 - Experience with Diamond Municipal Software and/or other municipal financial software
 - Experience in payroll administration

Knowledge, Skills and Abilities:

- Thorough knowledge of accounts payable and receivable, accounting, financial reporting, payroll, as well as auditing practices and procedures
- Demonstrated knowledge of various office equipment and office and financial computer software programs particularly Microsoft Office and municipal financial software
- Knowledge of legislation and regulations governing general accounting practices
- Ability to accurately process and reconcile cash
- Basic knowledge of Health and Safety and emergency management principles
- Strong interpersonal, communication, organizational, time management, and computer and keyboarding skills
- Strong teamwork skills
- Ability to deal with public in a courteous and tactful manner

- Ability to work well as a member of a team and independently
- Ability to multi-task and cope effectively with deadlines
- Ability to process all duties within the time allotted with a high level of accuracy

REQUIRED LICENCES, CERTIFICATES AND ASSOCIATION MEMBERSHIPS:

- Current criminal record clearance

The Accounting Clerk I is required to provide a satisfactory criminal record check in order to work in this position and is required to report to their supervisor any criminal charges laid against them that may be related to their employment in this position.