



**COUNTY OF GRANDE PRAIRIE
JOB DESCRIPTION**

JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
Accounting Clerk	Employee Grid Level 6	3
NOC CODE: 1431 STANDARD HOURS: 35 hours/week (non-management)		
JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
Corporate Controller	Management Grid Level 2	320
DIVISION	DEPARTMENT	LOCATION
Financial Services	Cash Control	Admin. Building

PROGRAM FUNCTION:

The Financial Services division is responsible for financial, assessment, procurement, asset management, and risk management/insurance functions and support for the organization.

The Cash Control department provides financial stewardship and management services for the County, including taxation, accounts receivable, utilities, accounts payable, cash receipting, payroll, customer services, general ledger reconciliations, and financial control.

Purpose of Job:

Responsible for processing the transactions for all accounting functions, including cash receipting, accounts payable, accounts receivable, utilities, taxation, and payroll, and analyzing & reconciling general ledger accounts, and performing a variety of supporting accounting duties.

Accounting Clerk roles will focus on one or two of the below areas and be cross trained to provide coverage to Accounting Clerks with a different focus and the Customer Service Representatives at the front desk, as required.

Job Duties and Tasks:

Every employee's participation in the County's health and safety management system is integral to our success. Together we have the responsibility to promote our health and safety program, follow safe work procedures and comply with Occupational Health and Safety legislation. To

demonstrate that safety is our way of life we must all work to protect our own health and safety and the health and safety of those around us.

General Duties:

- Provide support or coverage to Accounting Clerks under a different focus, as required.
- Provide support or coverage to Customer Service Representatives, as required.
- Other accounting or finance job duties as assigned by the Corporate Controller.

Accounts Payable:

- Oversee audit stamping, distributing and appropriate approvals of invoices and statements received daily.
- Assist County departments with purchase orders and periodic review of POs outstanding with County personnel.
- Verify accuracy of computations and approval, vendor numbers, batch for posting, and balancing of batches in preparation for computer processing.
- Ensure all payables are supported by adequate back-up documents and copies of invoices are distributed as required (ie. insurance, capital fixed assets, rebilling).
- Recognize and investigate irregularities and discrepancies on invoices.
- Verify the accuracy of GL accounts for the invoices.
- Create the invoice batches, process & enter the data for the approved invoices, verify the accuracy of the data entries, post the invoice batches, and print all posting journal entries and reports.
- Complete the whole process for the cheque batches, including creating the batches, print the cheques, post the batches, and print all posting journal entries and reports.
- Receive cheques, EFT reports, and vouchers from computer processing, prepare payments for distribution and oversee filing of all permanent records.
- Obtain Workers Compensation Board supplier clearance letters as required and maintain register of non-covered suppliers.
- Reconcile vendor statements regarding their invoices and reconcile any discrepancies in their statements.
- Reconcile Accounts Payable subledger to general ledger monthly.
- Reconcile holdback accounts.
- Keep Accounts Payable manuals current and relay changes to departments.
- Process direct debit invoices and batches.

Accounts Receivable and Utilities:

- Upload, reconcile & invoice safety code permits via CityView and process cash receipt batches for online safety code permit applications.
- General accounts receivable invoicing and fire rescue invoicing.
- Provide backup coverage for all online payments.
- Liaise with the landfill/customers over tickets.
- Assist Planning Clerks & other departments on queries.
- Upload, reconcile and invoice Clairmont Landfill billing from Paradigm.
- Process and distribute the Regional Landfill bills.
- Monthly billing of Animal Control, Assessment Services & Special Constable Services to neighboring municipalities.
- Monthly upload and reconciliation of all Home Care billing.
- Prepare the salary invoice for the Grande Prairie Ag society.
- Collections & monthly aging report.

- Monthly reconciliation of Accounts Receivable from CityView.
- Monthly reconciliation of safety codes fees submitted to safety code council.
- Balance and invoice water & sewer bills on a bi-monthly basis.
- Work order processing and balancing.
- Process the bank files for customers on the autopay program.
- Transfer unpaid utility bills to the tax roll on an annual basis or when a tax certificate is pulled.
- Calculate and distribute invoices for oil well drilling in the County of Grande Prairie.
- Complete mobile home tax collection.
- Generate and send out the utility bills to the utility customers.
- Create the utility penalties batches, calculate the utility penalties, and post the penalties batches.
- Create and maintain utility customer accounts.
- Prepare and post utility debit adjustments and credit adjustments.
- Reconcile Accounts Receivable subledger to GL on monthly basis.
- Reconcile Utilities subledger to GL on monthly basis.

Reconciliation:

- Monitor working capital to meet cash requirements.
- Monitor all banking activities to detect irregularities.
- Investigate bank transactions to prevent fraud.
- Research accounting discrepancies, determine most appropriate methods to correct discrepancies and prepare corrections.
- Provide feedback to the Corporate Controller on how to improve on internal controls, and also pinpoint areas where risks relating to bank transactions can be minimized.
- Provide documentation for the purpose of supporting all financial transactions.
- Prepare monthly bank reconciliation reports for all bank accounts.
- Assist with documentation required for the auditors to do their interim or year-end audit.
- Process bank account adjustment entries for the monthly reconciliations.
- Maintain required files, reports, and data.
- Follows up all bank transactions continuously and provide updates to the management.
- Adhere to the County's standards and procedures in all reconciliation activities.
- File all prepared accounts in a well-organized manner.
- Reconcile discrepancies in different bank accounts.
- Reconcile prepaid expense account, accrued receivable account, accrued liabilities account, and other asset and liability accounts.
- Assist with year-end audit working papers.
- Administer the County's Purchase Cards and Master card.

Cash Receipting:

- Monitor and oversee the cash batches created and processed in the accounting system to ensure that all cash batches are submitted to the cash control department for reviewing and posting on daily basis.
- Monitor and oversee all payments received and posted to the bank statements to ensure that all receipts posted to the bank accounts are processed and entered in the accounting system on daily basis.

- Monitor and oversee the cash deposit and cheque deposit to ensure that all cash and cheque deposits are completed on daily basis.
- Monitor and oversee the cash and cheque handling process to ensure the compliance with cash receipting policies and procedures and safeguard the cash and cheque.
- Review all cash receipting batches processed by cash control department and other departments on daily basis to ensure that all required cash batch reports and supporting documents are submitted to cash control department.
- Review the bank accounts and the distribution side GL accounts to ensure that the cash batches are posted to the correct bank accounts and other GL accounts.
- Review the transaction dates and posting dates to ensure that the cash batches are posted to the correct accounting period and dates.
- Monitor and oversee the control over cash receipting function to ensure that the proper control is in place and maintained.
- Post the cash batches to the accounting system if the cash batches are processed accurately and correctly.
- Investigate and correct all cash batch errors made by cash control department and other departments.
- Provide training and support for the customer service representatives in cash control department and administrative assistants in other departments.
- Correct the posting errors for the posted cash receipting batches.
- Assist with the budget preparation and budget variance analysis.
- Assist with the year-end audit, internal reporting, and external reporting.

Property Tax:

- Maintain and update land title changes, mortgage company changes, and school support declaration forms.
- Prepare and process pre-authorized payments and forward to the bank for processing.
- Process tax adjustment entries, including NSF tax payments, penalties, transfers, refunds, and other miscellaneous adjustments as required.
- Calculate and post tax penalty batches.
- Prepare and verify tax certificates as requested by property owners, various lawyers, and mortgage companies.
- Prepare tax statements for taxpayers as required.
- Respond to telephone, email, and walk-in questions from taxpayers.

QUALIFICATIONS STATEMENT

Education and Experience:

- Business or Accounting Diploma and three years related experience, or an equivalent combination of education and experience.
- Advanced computer experience supplemented by post-secondary training.
- Advanced work experience in Microsoft Office 365.

Knowledge, Skills, and Abilities:

- Ability to ensure all work-related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act.
- Ability to comply with records management practices as stated in the Records Management Policy.

- Ability to communicate tactfully, clearly, and effectively; and exercise mature judgement to deal effectively with staff.
- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements
- Computer literate, including effective working skills of MS Word, Excel, and e-mail
- Ability to adapt to and learn new software
- Able to work efficiently as a part of a team as well as independently
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Able to work well under pressure and meet set deadlines
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- Attention to detail in all areas of work
- High level of personal integrity and a strong work ethic
- Self-starter
- Manual dexterity required to use desktop computer and peripherals
- Ability to work some overtime as required
- Ability to lift or move up to 10lbs

Core Competencies:

- Trustworthy
- Transparent
- Respectful
- Collaborative
- Customer Focus
- Confidentiality
- Record Keeping
- Teamwork
- Interpersonal Skills
- Communication
- Quality orientation
- Problem Solving

Training Matrix:

- Winter Driving Fundamentals/Defensive Driving
- Customer Service
- MSI Prevention: Office Ergonomics
- Hazard ID, Assessment, and Control
- Workplace Violence Prevention
- Staff Intranet
- GIS System
- FOIP General Awareness
- First Aid including AED preferred
- Fire Extinguisher (preferred)
- Anti-Racism Policy Training
- Fit for Work Policy Training

Job Description Certification:

I have read this job description:

Incumbent's Signature

Name (print)

Date

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

Manager's Signature

Name (print)

Date

This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

HR Manager's Signature

Name (print)

Date