

**RURAL MUNICIPALITY OF PINEY
JOB DESCRIPTION**

Accounting Clerk

POSITION SUMMARY: Under the direct supervision of the Assistant CAO, the incumbent is responsible for performing clerical and accounting duties related to the operations of the offices of the Rural Municipality of Piney. The position involves dealing with the public; answering phones; typing and General Office Duties. The Accounting Clerk shall have the overall responsibility of maintaining the financial records of the RM.

Reports to: Assistant CAO

DUTIES:

1. Accounts Payable

- Prepare and code vouchers for approval by the CAO meetings
- Process and distribute cheques
- Process appropriate transfers as required

2. Accounts Receivable

- Preparation and dispatch of invoices for sundry; photocopies; postage; faxes; stationary;
- Preparations and dispatch of invoices for goods and services.
- Monitoring of all cash receipts and receivables.
- Sending out tax statements on an annual basis.
- Maintaining and ensuring accurate accounting for the collection and reimbursement of GST moneys.

3. Cash Reconciliation

- Receipting of Cash and Cheques
- Complete month end bank reconciliation

4. Payroll

- Preparation of payroll for all employees of the Rural Municipality of Piney.
- Preparation of record of employment as required.
- Preparation and dispatch of Summer Student Grant Claims as required.
- Typing of all T4's and T4A's and summaries from computerized payroll information yearly.
- Issuing record of employment forms for terminated employees.

5. Tax Roll

- Answer tax inquiries
- Update tax roll with title changes
- Perform assessment and tax download
- Process annual tax levy
- Stamp and prepare tax statements for mailing
- Process and apply receipts
- Add monthly penalties on outstanding balances

- Month end close
- Assessment and tax download
- Assist with the monthly reports and notifications for tax sale
- Record all changes to the assessment roll
- Attending the address changes
- Completing memos to assessment branch for new construction

6. Serving the Public

- Photocopying, faxing and laminating
- Accepting payment of Tax Bills
- Accepting payment of Miscellaneous Revenue and Outstanding Invoices
- Issuing Lottery Licenses, Tree Cutting Permits, Building Permits and other miscellaneous permits and licenses
- Distributing
- Accepting complaints and filling out forms
- Ensuring proper revenue is collected
- Handle requests for service, information and complaints plus refer to the appropriate Management employee

7. Office Duties

- Receive faxes, telephone calls and electronic mail and direct/distribute to the appropriate Area
- Photocopying for all areas as required
- Preparation and dispatch of all outgoing mail
- Opening of Incoming Mail and distribution of all mail to the Chief Administrative Officer or Assistant CAO
- Filing of correspondence and letters and updates for provincial statutes and policies
- Updating and maintaining Office filing system
- Recording all Permits, sending reminder letters of expiration under the signature of the Chief Administrative Officer
- Maintain indexes - Council Meeting Minutes, By-laws, Policies and Agreements
- Set up Council Chambers for bookings as required
- Maintain key inventory control

8. General Duties

- Ensuring the Rural Municipality of Piney Notice Board is kept tidy
- Preparation and dispatch of all outgoing mail
- Responsible for maintenance of the office equipment, i.e. Photocopier, fax machine, postage machine and laminator
- Typing of agendas, minutes, forms, letters, certified resolutions
- Maintain and update all social media
- Prepare material for the municipal auditor; complete necessary journal adjustments

9. Other Related Duties

- Other related duties as assigned by Chief Administrative Officer and Assistant CAO

SPECIFICATIONS

Education, Knowledge and Experience

- Grade Twelve (12) education, with supplemental secretarial and computer system. (preferable Microsoft Office including Word & Excel)
- Post-Secondary Education
- Ability to type fifty (50) wpm
- Good communication skills
- The ability to demonstrate competence in using these computer applications
- Certified or willing to attain a certificate in an approved Accounting Course
- Four (4) years office experience or equivalent
- Good Criminal Records Check

Responsibilities

The incumbent shall ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees. The incumbent shall ensure that the public is greeted and attended to in a professional and friendly manner.

Comprehension, Judgment and Confidentiality

The incumbent must possess an understanding of and work within the policies of the Corporation. The incumbent will exercise a reasonable degree of independent judgment in the course of carrying out the duties of the position and will keep all proceedings in the office in confidence. Confidentiality is paramount; no information ascertained at work will be discussed outside of the Administration Office except for work purposes.

Working Conditions

This position is Full-time.

Minimum Requirements:

Class 1	-new employee to position
Class 2	-minimum six (6) months experience and performing to an acceptable standard
Class 3	-minimum one (1) year experience and performing to an acceptable standard
Class 4	-minimum two (2) years experience and performing to an acceptable standard
Class 5	-minimum three (3) years experience and performing to an acceptable standard
Class 6	-minimum four (4) years experience and performing to an acceptable standard
Class 7	-minimum five (5) years experience and performing to an acceptable standard and completed the Municipal Administrator Course or equivalent
Class 8	-minimum six (6) years experience and performing to an acceptable standard
Class 9	-minimum seven (7) years experience and performing to an acceptable standard
Class10	-minimum eight (8) years experience and performing to an acceptable standard and completion of two additional NACLAA course focused in municipal finances offered at the University of Alberta or equivalent

DRAFT: October 2013
Adopted: December 17, 2013