



MUNICIPALITY OF CENTRE HASTINGS

JOB DESCRIPTION

FINANCE/UTILITY CLERK		
Department: Finance	Reports to: Treasurer and/or Deputy Treasurer	Revision Date: November 2021 Salary Grid: Grade 3

POSITION SUMMARY:

Reporting to the Treasurer and/or Deputy Treasurer, the Finance/Utility Clerk is responsible for processing all payments to vendors, ensuring accuracy and adherence to the municipality’s procurement and payment processing policies, as well as coordination of the municipality’s utility customer database and billing system, and other miscellaneous accounts receivable and cash receipting thereof.

KEY RESPONSIBILITIES INCLUDE:

- Maintains accurate record keeping and processing of accounts payable and receivable systems, including: supporting managers by reviewing the coding of accounts to the proper general ledger accounts in a timely fashion, and answering enquiries from department heads regarding payment status;
 - Perform the day to day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, timely and accurate manner.
- Receive, verify and process invoices and requisitions for goods and services as per municipal policies. Review of all vendor statements to ensure all invoices have been received and entered in a timely manner.
 - Prepare the bi-weekly cheque run, and EFT processing, for Treasurer approval and obtain signatures and prepare vendor cheques for distribution.
 - Maintain accounts payable listing, cheque register and vendor files.
- Maintain detailed accounts payable and receivable files and posting to the general ledger;
- Assists with monthly bank reconciliations and clearing of cashed cheques and/or deposits, process corporate visa payments and input energy consumption data for energy audit purposes;
- Assist in preparation of journal entries in coordination with the Deputy Treasurer and/or Treasurer;
- Processes cash and electronic receipts – property taxes and other payments;
- Responsible for preparation and mailing of water and sewer billings, including customer service, setting up customer files and maintaining customer and billing data including Utility Pre-

Authorized Payment (PAP) program, receiving and processing utility payments, adjustments, and generation of work orders for set up and termination of utility accounts;

- Responsible for inputting water and sewer rates to capture current billing combinations in accordance with by-laws
- Prepares arrears notices and follow-up letters for Disconnection
- Responsible for arranging final readings and calculates bills.
- Responsible for monthly balancing of water and sewer accounts to G/L
- Prepares cash receipts and associated bank deposits from all municipal sources and services;
- Provides back up support to Customer Service desk and phone lines in absence of Receptionist(s);
- Assists in financial analysis, other special projects and reports as a finance resource, and maintains the integrity of the information in the finance systems as requested and assigned by the Deputy Treasurer and/or Treasurer.
- Obtain vendor and department expenditure information and create reports for Department Managers to assist in budgeting procedures.
- Preparation and submission of quarterly HST returns.
- Other duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

QUALIFICATIONS/EXPERIENCE/EDUCATION:

- Post-secondary degree **or** diploma in business, economics, accounting or finance required **or** minimum of three years of experience in a progressive financial position, ideally in a municipal/government setting;
- Working toward or completion of the Municipal Administration Program (MAP) and/or Municipal Accounting & Finance Program (MAFP) through AMCTO would be considered an asset;
- Excellent judgement, tact, time management, organizational, and customer service skills;
- Advanced proficiency with Microsoft Office (including but not limited to Word, Excel, Outlook, PowerPoint), and related Public Sector financial software (Vadim iCity & PSD CityWide) would be considered an asset;
- Demonstrated knowledge of the accounting processes and attention to detail and accuracy;
- Demonstrated understanding of public sector HST rebates;
- Ability to establish and maintain effective working relationships;
- must demonstrate excellent interpersonal and communications skills in dealing with Council, staff, the public, vendors, and other government officials and agencies.
- Ability to work independently and in a team setting with a high degree of confidentiality, autonomy, accuracy, and reliability;
- Possess and maintain a valid “G” driver’s license and have use of a vehicle;
- Obtain and maintain a “clean” criminal reference verification (bondable).