



ACCOUNTING/OPERATIONS CLERK FINANCE/UTILITY

NATURE OF WORK: This is a financial position technical in nature, requiring a thorough knowledge of computer systems and operations. Keen analytical ability and initiative are required. The position involves all facets of computer operation including input, testing, analysis, and problem reporting.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs is respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Senior Finance Officer.
- Develops and maintains working relationships with all City employees to provide support and assist with financial inquiries and administrative functions.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Input and post daily cash receipts and prepare bank deposit and balance cash daily as required. (Both City & Utility).
- Assist in maintaining meter records, property transfers, and Utility billing of flat rate and metered customers.
- Coordinate and perform billing of approximately 8000 flat rate customers.
- Fill in for Operations Clerk as required.
- Fill in at the front counter as required.
- Maintain the pre-authorized payment system for Utility customers.
- Assist with the compilation and distribution of shut off notices to delinquent customers, as well as follow up on delinquent accounts.
- Perform other duties, responsibilities, and functions as required.
- Maintain Accounts Receivable system, including charging of penalties, batch processing and maintenance of log, and property transfers (flat rate and metered as required).
- Calculate and process miscellaneous adjustments.
- Set up new flat rate customer accounts for billing.
- Respond to and assist other staff with customer inquiries.

- Train staff on the Cogsdale program as required.

REQUIRED COMPETENCIES:

- Proficient skills in Microsoft Office, Excel, and Outlook. Experience in the Cogsdale billing system would be an asset.
- A strong attention to detail and the ability to accurately identify priorities.
- Effective communication skills, both oral and written, so as to establish and maintain effective working relationships with employees, City officials, and the public.
- Keen analytical ability and initiative are required.
- Familiar with and follow all corporate rules, regulations, policies, and practices.
- Ability to handle and balance cash.
- Ability to work overtime on occasion to accommodate meetings and events.

REQUIRED QUALIFICATIONS:

- Grade XII or equivalent
- Post-secondary degree or diploma in Business Administration or Accounting
- A minimum of two (2) years of administrative/accounting experience
- Experience in municipal government would be an asset
- An equivalent combination of education and experience may be considered

Salary assigned: \$25.22 per hour. As per CUPE Local 830 Collective Agreement.

How to Apply:

Please submit a cover letter, detailed resumé, and references by e-mail. Your application must be clearly marked “**Application for Accounting/Operations Clerk**” and **submitted by October 12, 2022, at 4:00 PM** to jobs@charlottetown.ca.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination for all employees. Please contact us at jobs@charlottetown.ca or 902-629-4110 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.