

# Clarington

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## **The Corporation of the Municipality of Clarington Finance and Technology Department requires a Full Time Accounting Clerk I**

### **We are an equal opportunity employer**

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

### **Who we are**

Clarington is one of eight municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

### **What the role entails**

Reporting to the Accounting Services Manager / Deputy Treasurer, the Accounting Clerk I's role is primarily responsible for the accounts receivable function for the Municipality.

### **Responsibilities**

The following responsibilities and duties of this position includes but is not limited to:

- Preparing or processing vendor AP invoices or general AR requisitions into MS Dynamics GP.
- Processing weekly cheque and electronic funds transfer runs of approved vendor invoices and any urgent cheques requested (alternate).
- Providing effective payment processing or collection of all AP accounts and general AR while maintaining good customer-focused relationships.

- Responding and resolving any AP or AR invoice related enquiries/issues/past due items with staff and the general public.
- Analyzing and reconciling general AP or AR subledgers to general ledger on a timely basis including monthly aged trial balance to departments.
- Reviewing, analyzing and input of AR charges and AR payments between ACTIVE recreation software and MS Dynamic GP.
- Preparing documentation and liaising with external collection agency.
- Processing p-card transactions and journal entries.
- Processing vendor EFT banking data.
- Maintaining Finance cash float in various denominations for the purpose of providing change to all departments. (alternate)
- Preparing reports on Excel spreadsheets.
- Verifying cash receipts to bank deposits from all departments. (alternate)
- Preparing accurate bank deposits for processing at a financial institution. (alternate)
- Accurate data entry of bank deposits into Microsoft Dynamics Great Plains financial software.
- Processing and posting of cash receipts in MS Dynamics GP.
- Assisting other departmental staff when required.
- Other duties as assigned.

## **Qualifications**

The successful candidate will possess:

- Community College graduate in an accounting field or significant equivalent combination of education and work experience to the satisfaction of the Deputy CAO/Treasurer.
- A minimum of one (1) year experience in a similar capacity.
- Proven written and oral communication skills to provide effective communication and customer service with staff and the general public.
- Accurate and efficient data entry skills.
- Proficient in the use of MS Excel and/or other related software applications.
- Proficient in analysis of current legislation, financial reporting and HST compliance.
- A graduate from the Municipal Accounting and Finance program will be considered an asset.
- Legally able to work in Canada.

## **What we offer you**

- Salary: \$49,096 to \$61,201 - Code 5 of the 2024 Inside CUPE Collective Agreement.

## **Additional information and requirements**

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, a current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

## How to apply

To view this position and to submit your application online, please visit [www.clarington.net/careers](http://www.clarington.net/careers). Applications will be accepted until **Friday, March 8, 2024, at 11:59pm**.

This job competition number is **File # 30-24**.

If you have any questions regarding this position please contact our Human Resources team at [careers@clarington.net](mailto:careers@clarington.net) or by calling 905-623-3379.

We thank all applicants for their interest. However, only those under consideration will be contacted.

## Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.