



JOB DESCRIPTION

The Corporation of the City of Orillia has an opening for the full-time position of Accounting Clerk in the Financial Services Division of the Corporate Services Department.

DUTIES

- Daily processing of approved invoices for payment using source documents submitted by service areas.
- Compiling, sorting and reviewing source documents for accuracy, including but not limited to PO's, payment requisitions, invoices, monthly statements, credit notes, etc., follow up with service areas as required.
- Preparing and reviewing accounts payable payments for accuracy and completeness, including the generation of payments, and the creation of the payment file to the bank and physical cheque issuance.
- Maintaining and operating systems as it relates to accounts payable processing and maintenance of the related General Ledger account reconciliations and disbursements.
- Investigating and responding to vendor and staff inquiries to maintain a high standard of customer service.
- Responsible for a variety of monthly and yearly activities, including but not limited to reconciliations, journal entries, audit working papers, etc.
- Ensure awareness and compliance with internal controls, policies, procedures and external financial policies and regulations in accordance with GAPP and PSAB requirements.
- Other duties as assigned.

QUALIFICATIONS

- Minimum two year community college diploma in accounting or business administration.
- One year working experience in an accounting environment with preference given to applicants with accounts payable experience.
- Exceptional understanding of Microsoft Office applications including Outlook, Excel, Word, PowerPoint, SharePoint and Teams and knowledge of Great Plains and electronic purchase orders.
- Experience in general principals of financial management and knowledge of corporate practices and procedures.
- Excellent mathematical, communication, problem solving, time management and organizational skills.
- Must possess a valid 'G' Ontario driver's licence and access to a reliable vehicle.
- A Criminal Record Check at the incumbent's expense is required prior to commencement of employment.

Compensation for this position is \$24.69 to \$27.25 per hour for a 35-hour work week, plus a comprehensive benefits package. Interested applicants are invited to submit their application by September 3, 2024, at 4:30pm.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act* 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.