



POSITION TITLE: ACCOUNTING CLERK

DEPARTMENT: FINANCE

REPORTS TO: DEPUTY TREASURER

CATEGORY: TEMPORARY, FULL-TIME, CUPE (UP TO 5 MONTHS)

UPDATED: FEBRUARY 2024

HOURS OF WORK: 35 HOURS/WEEK

RATE OF PAY: \$31.67/HOUR

CLOSING DATE: WEDNESDAY, SEPTEMBER 4, 2024

HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREERS PAGE](#)

POSITION SUMMARY:

Under the direction of the Deputy Treasurer, the Accounting Clerk assists in various accounting functions, general clerical duties, and support functions. The primary responsibilities include the processing of accounting and financial transactions using financial software systems, the preparation of reconciliations, journal entries, and other ad hoc reports. The accounting clerk is instrumental in ensuring the timely and accurate processing of financial transactions for the Municipality.

QUALIFICATIONS:

- Two-year Community College Diploma in Accounting or Business Administration.
- Two years working experience in a computerized accounting position; municipal experience preferred.
- Experience in accounting collection and payables and procurement processes would be an asset.
- Demonstrated knowledge of computerized accounting systems and Microsoft Office products.
- Customer service-oriented approach to dealing with internal and external customers.
- Ability to perform well independently and as a team player.
- Attention to detail with a high degree of accuracy while managing competing priorities and timelines.
- Highly motivated and possess excellent organizational and time management skills, as well as the ability to communicate effectively and courteously, both orally and in writing.
- Demonstrate integrity, diplomacy and understanding of confidentiality and privacy issues.

- Successful completion of the AMCTO, OMTRA or OPBA programs or willingness to complete one of these programs will be considered an asset.

DUTIES AND RESPONSIBILITIES:

- Process purchasing, accounts payable, accounts receivable, general ledger and other accounting related transactions in a timely manner, verifying accuracy, approvals and account coding.
- Assist with and backup other Accounting Clerks as required and approved by supervisor.
- Assist Procurement specialist as required and approved by supervisor.
- Prepare month-end and year-end working papers, spreadsheets, and reconciliations.
- Create and maintain accurate databases of accounting and/or financial information.
- Retrieve financial and accounting information, quickly and efficiently.
- Post monthly transactions to the general ledger and ensure sub-ledgers balance to the general ledger.
- Data input of accounting and finance information and transactions.
- Cashier duties, completion of deposits and other cash handling duties.
- Respond to internal and external enquiries, escalating to the Deputy Treasurer as required.
- Process computerized billings, billing registers, related reports, and delivery of bills, within predetermined scheduled timelines.
- Prepare statements, reminder notices and other collection activity, as required.
- Verify the accuracy of invoices and other accounting documents or records.
- Assist in periodic audits to ensure integrity and accuracy of financial data and processing.
- Investigate questionable data and recommend actions to resolve discrepancies.
- Maintain accounting records and filing systems.
- Document and maintain detailed procedures.
- Provide relief for the Customer Service Associate.
- Additional duties as assigned.

WORKING RELATIONSHIPS:

Internal - Daily communication with all Finance staff, other municipal departments.

External - Vendors/Suppliers, Township residents, agencies, and community groups.

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- May be seated for long periods (2-3 hours).

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.