

Finance Clerk

The Municipal District of Bonnyville No. 87 invites applications for the position of Temporary **Finance Clerk**. The successful candidate is responsible for assisting the finance department in the areas of accounts receivable, accounts payable, and utilities.

Duties & Responsibilities:

Accounts Payable

- Operate and maintain the computerized Accounts Payable software system.
- Distribute vendor invoices and utility bills to departments for authorization.
- Verify and/or provide GL code for processing.
- Ensure all accounts payable invoices are accompanied by an authorized purchase order or signature prior to disbursement.
- Review accounts payable data entry reports from other departments for accuracy.
- Process name and address changes pertaining specifically to accounts payable vendor accounts.
- Process accounts payable invoices and prepare payment.
- File invoices after submission to Council.
- Reconcile monthly vendor statements.

Utilities

- Customer support regarding utility inquiries.
- Operate and maintain the computerized Utility software system.
- Process monthly billings for sewer, waste collection, and bulk water.
- Process work orders connecting and disconnecting utility services for residents.
- Process name, address, and meter read changes pertaining to utility customer accounts.
- Transmit and receive meter reading files.
- Report to Waste Services on landfill card applications for Cold Lake and Ardmore Landfills.
- Balance the utility sub ledger and meter deposits to GL.
- Reconcile utility month end.
- Report Moose Lake usage to the Town of Bonnyville.

Accounts Receivable

- Maintain the municipality's accounts receivable system.
- Enter all receivables on the accounts receivable system.
- Process weekly invoices.
- Providing the Manager of Finance Services with a monthly outstanding general accounts receivable report by department with a reconciliation to the General Ledger.

Other Duties

- Provide data entry functions for other accounting functions as required.
- Perform other related duties within the scope of the position.

Qualifications:

- Office assistant or business administration diploma or other applicable post-secondary education with a minimum of two years' experience in this field or a related field is preferred.
- Strong understanding of month-end reconciliation processes, including account analysis, variance identification, supporting documentation, and timely resolution of discrepancies.
- The ability to work on tasks independently or in a team environment.
- Intermediate or advanced knowledge of Microsoft Office products (Word, Excel).
- Experience with Microsoft GP Dynamics or Diamond Software is a definite asset.
- Excellent written and verbal communication skills.
- Ability to demonstrate excellent organizational, time management, and multi-tasking skills.
- Exceptional customer service, interpersonal, and teambuilding skills required.
- Ability to handle public inquiries or concerns as required.
- Provide a Driver's Abstract if required.
- Criminal Record Check with satisfactory results.

Please visit md.bonnyville.ab.ca/jobs.aspx for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87
Attn: Human Resources
Postal Bag 1010
Bonnyville, Alberta T9N 2J7
Fax: (780) 826-4524
Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: Open until suitable candidate found