



The Municipality of Huron East is now accepting applications  
for the position of

### **Accounts Payable Clerk/Receptionist**

The successful applicant will work closely with the Deputy Treasurer to coordinate the accounts payable functions of the Municipality. The successful candidate will also be responsible for handling the majority of the receptionist duties of the Municipal office including receiving and directing telephone inquiries as well as responding to emails.

Applicants should possess a community college diploma with a background in business/accounting. Applicants should have a working knowledge of accounting procedures and preference may be given to those applicants with experience in a municipal government setting.

The 2021 salary range for this position is between \$21.51 and \$24.96 per hour.

Further information including a complete job description is available on the Huron East website ([www.huroneast.com](http://www.huroneast.com))

Applicants are asked to submit a detailed resume in confidence to the undersigned by 12:00 p.m. (noon) on Friday, November 15<sup>th</sup>, 2021.

Paula Michiels, Finance Manager-Treasurer  
Municipality of Huron East  
72 Main Street South, PO Box 610  
Seaforth, Ontario. N0K 1W0  
519-527-2561 (fax) [pmichiels@huroneast.com](mailto:pmichiels@huroneast.com)

We thank all applicants and advise that only those selected for an interview will be contacted.

## MUNICIPALITY OF HURON EAST

### **POSITION DESCRIPTION: Accounts Payable Clerk/Receptionist**

**DEPARTMENT:** Treasury

**REPORTS TO:** Deputy Treasurer

**POSITIONS SUPERVISED:** n/a

**PAY STATUS:** Hourly

#### **POSITION SUMMARY**

The Accounts Payable Clerk/Receptionist provides accounts payable and reception services to the municipality. The incumbent provides back up to other finance and accounting functions in the treasury department.

#### **MAJOR RESPONSIBILITIES:**

Provides reception services for the municipality at the counter, by telephone, through email, and through the municipal website.

Answers questions and provides information to taxpayers, customers and general public relating to taxation, accounts receivable, and other finance department or municipal services.

Receives payments for dog licenses, taxes, water, sewer, drainage, and burial permits; issues receipts and completes necessary records.

Balance and process nightly bank deposits of counter receipts.

Inputs accounts payable data and prints cheques. Works with other staff to ensure integrity and consistency of accounts payable data entries.

Ensures that goods and services have been received and that payments should be recommended.

Follows up with suppliers if there are questions about invoices that have been presented for payment.

Balances invoices to statements and follows up as required.

Ensures that invoices are coded to the correct general ledger accounts and authorized by the purchasing Department Head.

Prepares accounts payable reports for Council approval prior to payment of invoices.

Sets up pre-authorized payments, inputs, verifies and balances invoices on pre-authorized payments with the bank statement.

Shall be responsible for maintaining a dog licensing register including the invoicing of dog licence fees.

Shall receive and enter animal control inquiries to the Animal Control Officer.

Responsible for finance and accounting filing and records management related to the accounts payable function.

Assists Treasurer/Deputy Treasurer with reconciliation of accounts payable and various general ledger accounts.

May be assigned responsibility for a local committee which will involve coordinating meetings and acting as Secretary to the Committee.

Inputs and balances journal entries.

Assists with annual and special audits by ensuring revenue billing and collection, and associated

accounting information are available when it is needed.

Maintains inventory and purchases office supplies/equipment, as per established purchasing guidelines.

Provides support and back up to other staff in department as necessary.

Performs other duties as assigned.

**QUALIFICATIONS:**

Secondary School graduate with applicable College courses in business and/or accounting.

A minimum of six months experience in an accounting or administrative role.

Skilled in current software programs including Advanced Microsoft Office and Windows.

Working knowledge of accounting procedures and processes and municipal operations especially as they relate to treasury services.

Excellent communication, interpersonal, public relations, organizational and time management skills, including the ability to meet deadlines, to function well under pressure, proper telephone etiquette, and to work effectively as a member of a team.

Municipal experience is considered an asset.

**WORKING CONDITIONS:**

Work is performed in an open concept, standard office setting.

Work is performed to meet frequent deadlines with constant interruptions.

Operation of a computer is a major part of the job.

**WORKING HOURS:**

Monday to Friday - 7 hours per day 9am – 5pm with 1 hour unpaid lunch.