

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Accounts Payable Clerk/Receptionist	
Department:	Finance	
Reports to (Title)	Tax Clerk / Deputy Treasurer	
Job Description last updated on (Date):	October 3, 2022	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Town Hall
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	35 hours / week (9:00 am to 5:00 pm with 1 hour unpaid lunch)
Overtime Status (paid/unpaid/rate/after x# hours)	Time in lieu
Benefits:	OMERS? YES Group Benefits? YES

GENERAL DESCRIPTION (OVERVIEW) OF POSITION

1.	Scope of position & Key Responsibilities
i.	<p>Accounts Payable / Dog Tags:</p> <ul style="list-style-type: none"> a. Responsible for inputting accounts payable data and issuing payments via cheque and electronic funds transfer. b. Ensures all goods and services have been received and that payments should be recommended. c. Follows up with vendors if there are questions about invoices that have been presented for payment. d. Balances invoices to statements and follows up as required. e. Ensures that invoices are coded to the correct accounts. f. Prepares accounts payable reports for Council/Committee approval prior to payment of invoices. g. Sets up pre-authorized payments, inputs, verifies and balances invoices on pre-authorized payments with the bank statement. h. Inputs and balances journal entries. i. Responsible for data entry into Energy Spreadsheets for the Municipality, reconciling spreadsheets to general ledger. j. Responsible for finance and accounting filing and records management related to the accounts payable and dog licensing functions. k. Assist Treasurer/Deputy Treasurers with reconciliation of accounts payable and various general ledger accounts l. Assist with annual and special audits by ensuring payables and associated accounting information are available when needed. m. Responsible for maintaining a dog license register including the invoicing of dog

	<p>license fees, preparing dog license reports for the Canine Control Officer, issuing renewal and past due notices to residents, adding delinquent payments to tax roll.</p> <p>n. Responsible for updating Dog Tag Application annually, preparing forms to be mailed to residents.</p> <p>o. Responsible for retrieving and entering animal control inquiries to the Canine Control Officer and By-Law Enforcement Officer.</p>
ii.	<p>Reception</p> <p>a. Provide reception services for the municipality at the counter, by telephone, through email, and through the municipal website.</p> <p>b. Answer questions and provide information to taxpayers, customers and general public relating to taxation, accounts receivable, and other finance department or municipal services.</p> <p>c. Receive payments for dog licenses, taxes, water, sewer, drainage and burial permits; issue receipts and complete necessary records.</p> <p>d. Balance and process nightly bank deposits of counter receipts.</p>
iii.	<p>General</p> <p>a. Perform support and back up to other staff in department as necessary.</p> <p>b. Contributes to the development and continuous improvement of policies and procedures to improve efficiency and accuracy of the accounts payable and reception functions.</p> <p>c. Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies, procedures, practices and operational guidelines, and perform safe work practices.</p> <p>d. Perform other duties as assigned.</p> <p>e. May be assigned responsibility for a local committee which will involve coordinating meetings and acting as Secretary to the committee.</p>

SECTION A: SKILLS

1.	Knowledge
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc)
	<ul style="list-style-type: none"> • Post-secondary education in accounting, business or a related field
b)	Formal Training (designation(s) or certification(s)) required:
	<ul style="list-style-type: none"> • None required
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.

<ul style="list-style-type: none"> • Minimum six months of 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. • Municipal experience considered an asset. 	
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands
Time Management is critical	Ability to work independently and as part of a team
Numeracy	High degree of Confidentiality
Computer knowledge/skills	Excellent communication skills
Proficiency and accuracy in Data entry	Ability to meet deadlines
Ability to work with constant interruptions and under pressure	Strong initiative and willingness to learn and take on new tasks and responsibilities
Good organizational skills	Ability to learn new tasks quickly

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
<ul style="list-style-type: none"> • This position is not empowered to act without Treasurer or Deputy Treasurer approval with respect to major/complex issues. • Position requires a high degree of accuracy and precision. • Problem solving skills are required in this position. 	

3.	Communication – written, verbal and interpersonal Compassionate, concise and accurate communication is required.
a)	Internal contacts (council, managers, non management staff)
<ul style="list-style-type: none"> • Director of Finance-Treasurer, Deputy Treasurers, CAO, staff, Department Managers and Council. 	
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
Other levels of Government, Government entities, companies, property/business owners and the public.	

Nature of the communication:

- Contacts are within the organization and with the public to exchange information;
- May answer routine, straightforward questions;
- Sometimes required to deal with unclear or imprecise requests for information;
- Occasionally required to provide information likely to be disliked by the recipient;
- Explanations of calculations, changes and transactions;
- All employees are required to present a professional image and appropriately represent the Municipality.
- Communication with difficult people in varying situations can be regular occurrences, and shall tactfully be referred to others when necessary.

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	<ul style="list-style-type: none">• Concentration required at times, some complexity to work, analysis and problem solving.• High level of confidentiality at all times.
2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
	<ul style="list-style-type: none">• Minimal amount of physical fatigue.• Manual dexterity for using computer keyboard.• High volume of work at times.• Minimal to moderate amount of mental fatigue

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
	<ul style="list-style-type: none">• Performance of duties has an immediate effect on the provision of programs/services.• Contact with the public in terms of inquiries.• Work involves a high level of detail and accuracy.
2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
	<ul style="list-style-type: none">• Coordination of tasks with other employees.• Responsible as an employee for health and safety under the Occupational Health & Safety Act.

3.	Material & information resources – equipment, property, data records and software, confidentiality
<ul style="list-style-type: none"> • Responsible for highly confidential information. • Responsible for storage and maintenance of routine and non-confidential material or information. • Uses small equipment safely. 	

4.	Financial Resources – budgets, treasury, accounting and confidentiality
<p>This position is involved in routine accounting of non-confidential and confidential financial data. Tasks must be kept current, as there are impacts to budgeting, financial statement presentation and tracking, and vender relations.</p>	

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
<ul style="list-style-type: none"> • Works in an open-concept, standard office setting with a reasonable amount of predictability. • Minimal exposure to hazards. • Minimal risk of injury. 	
2.	Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption
<ul style="list-style-type: none"> • This position has frequent interruptions and contact with the public. • This position has deadlines and time management/attention to detail is critical. • There is a moderate amount of flexibility required as new information/tasks can occur. • Excess hours are to be pre-approved 	

SECTION E: APPROVAL

Employee Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable) I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	