

Corporation of the Township of Matachewan

Position Description

Position Title: Accounting Clerk

Department: General Government

General Supervisor: CAO-Clerk-Treasurer

Position Summary:

Under the general direction of the CAO-Clerk-Treasurer.

The Accounting Clerk duties consist of:

Major Tasks:

1. Assists with the maintenance, amending and certification, of Assessment and Special Assessment Rolls in accordance with statutory requirements.
2. Assists with the preparation of the municipal tax rates, tax bills, supplementary tax bills, and tax write offs.
3. Assists with the preparation of the quarterly water bills.
4. Assists with the implementation and updating of the Asset Management Plan.
5. Responsible for preparation of bi-weekly payroll; recording employee holidays, banked time, and sick days; preparation of T-4s and other year end processes; monthly payroll remittances; and preparation of records of employment.
6. Preparation of Energy Usage Report.
7. Assist with the preparation of funding applications for provincial and federal programs.
8. Manages the cashier responsibilities such as accounts payable, accounts receivable, bank deposits, month end procedures, and reconciliation of the monthly bank statement.
14. Assisting the COA-Clerk-Treasurer when necessary.
15. Any other duties as assigned by the CAO-Clerk-Treasurer.

Working Conditions:

Usual public office conditions. Work is subject to hectic peak periods (i.e. Tax time, year-end, audit, etc.) The incumbent is expected to organize work, deal with frequent interruptions and cope with complaints from the public.

Usual hours of work are 9:30 a.m. to 5:00 p.m. with ½ hour non-paid lunch.

Working Relations:With Public:

Assist public when needed or asked.

With Council:

Assists with preparing financial reports to Council.

With Township Staff:

Interacts with Council, Staff and Volunteers.

With Provincial/Federal Ministries:

Maintain effective liaison with Provincial & Federal departments when necessary.

With Auditor:

Provide information to the auditor, as needed, to perform his/her duties.
