

# TOWN OF PETAWAWA

(Revised September 2016)

**Job Title: Accounting Clerk**

**Department: Administration**

Directly Responsible to: Treasurer

## **Purpose of the Position**

To maintain the capital assets registry and to provide general accounting and administrative support.

## **Major Responsibilities**

### **Program/Service**

- responsible for the maintenance of the capital assets registry including accounting for additions, disposals, amortization, write-downs, gains and losses
- provide accounts payable data entry
- provide accounts receivable data entry
- process monthly bank reconciliations
- maintain Council and Board remuneration and expense records
- responsible for financial records retention and destruction
- fulfill the non-statutory responsibilities of the Deputy Treasurer in his/her absence
- process payroll as required
- provide relief and back-up support for telephone and counter reception
- receipt and process payments for taxes, water, miscellaneous receivables, licences and permits as required
- provide administrative support to the Treasurer as required
- provide support in special projects that develop in response to changing business practices or legislation
- other duties as may be assigned

### **Human Resources**

- work carried out in conjunction with all office staff

### **Financial Resources**

- responsible for capital assets registry and financial records
- responsible for adherence to records retention policy
- responsible for cash handling, receipt processing and preparation of bank deposits

### **Material Resources**

- ability to use a variety of office equipment, including computer, photocopier, mailing system, telephone system

## **Skill And Effort**

### **Knowledge**

- an accounting or business administration community college diploma or an equivalent combination of education and practical experience
- at least one-year relevant experience in a municipal work environment an asset
- proficiency in use of a wide range of computer programs, particularly accounting and payroll systems
- excellent oral, written and interpersonal communication skills
- excellent organizational skills

### **Physical Skill and Effort**

- no special physical skills required

### **Decision Making and Judgment**

- work is performed under the direction of the Treasurer
- demonstrates high level of initiative, resourcefulness and ability to work independently using established standards and procedures
- demonstrates strong time management skills and an ability to prioritize tasks
- maintains high degree of confidentiality

### **Interpersonal Skills/Contacts**

#### Internal

- with Treasurer and Deputy Treasurer
- with CAO, Department Heads and/or senior staff members
- with all staff members

#### External

- with auditors
- with professional consultants
- with general public

## **Working Conditions**

#### Environment

- work in an office environment

#### Control Over Work Schedule

- may be required to work beyond regular office hours