

# Finance Clerk

## Municipality of Powassan Job Description

<b>Summary:</b>	Performs duties of accounts payable, accounts receivable, and payroll functions and provides backup administrative support for all departments.		
<b>Location:</b>	Powassan	<b>Group:</b>	(none)
<b>Department:</b>		<b>Family:</b>	
<b>Scenario:</b>	all jobs	<b>Reports To:</b>	Treasurer
<b>Job Id:</b>	78	<b>Last Update:</b>	2022-04-08

### Tasks:

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#### Finance Clerk

1. Processes all invoices for the Municipality and subsidiary accounts.
2. Processes and balances all incoming electronic payments for water and property taxes.
3. Collects, verifies and totals time sheets for all departments and processes bi-weekly payroll.
4. Organizes automatic payroll deposit to employees.
5. Invoices for all municipal services performed on account i.e. landfill, ice rentals, hall rentals, etc.
6. Directs tax bills to mortgage companies and updates listings.
7. Processes mail relating to sales and tax certificate requests.
8. Researches, inputs and processes name and address changes.
9. Responds to telephone and written inquiries from banks, taxpayers, lawyers and realtors regarding assessments, complaints, payment structure and legal descriptions.
10. Responds to telephone and written inquiries from mortgage companies.
11. Stuffs tax and water bills, processes mail and provides support for the Front Counter.
12. Verifies legal descriptions using the alpha listing, assessment rolls and computer data or by contacting the assessment office.
13. Processes all government remittances.
14. Provides Committees/Council with Accounts for Approval Listing.
15. Processes Receiver General payments, Employer Health Tax (EHT), WSIB and OMERS remittances.
16. Monitors Visa program and records transactions to general ledger.

#### Administration

17. Acts as typist, composes letters and does research requested by Supervisor.
18. Assists Treasurer with audit preparation and the audit.
19. Assists in maintaining records and filing systems such as property files and general filing.
20. Assists with municipal elections.
21. Accepts payments and issues receipts for tax, water/sewer billings and for other miscellaneous services.
22. Balances and closes cash drawer twice weekly or more often if required.
23. Enters and maintains CGIS program data.
24. Inputs energy audit data.
25. Provides administrative support to other staff, as assigned, including editing documents for completeness and accuracy, filing, retrieving and printing documents, photocopying and collating documents and registering staff for programs and making travel arrangements, etc.
26. Answers telephone and directs inquiries accordingly.
27. Assists with the administration of the municipal website, social media and newsletter.

## **Skills and Abilities**

28. Ability to multi-task.
29. College diploma in business administration or a related course of study.
30. Excellent oral and written communication skills and demonstrated interpersonal skills dealing with the public, staff, external groups and agencies and/or Council.
31. Good attention to detail and accuracy.
32. Three (3) years experience in a related field, preferably accounting.
33. Excellent problem solving skills.