



## **JOB DESCRIPTION**

### **ACCOUNTING CLERK III**

POSITION TITLE:	ACCOUNTING CLERK III
REPORTS TO:	DIRECTOR OF FINANCE AND SYSTEMS
REVISION DATE:	JUNE, 2003

### **POSITION SUMMARY**

**The Accounting Clerk III is responsible to compute, classify, record, and verify numerical data for use in maintaining accurate accounting records. The position performs all duties normally associated in maintaining accurate accounting records.**

### **Job Requirements**

The requirements for the Accounting Clerk III may include all or some of the following:

1. Compile and sort documents, such as invoices and cheques, substantiating daily business transactions and verify correct coding etc.
2. Verify and post details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
3. Check bank account balance after posting of batches and confirm with Accounting Clerk II of the estimated accounts payable on an ongoing basis to ensure adequate funds are present in the current account (not less than \$200,000 in excess of payments and outstanding cheques).
4. Audit invoices against purchase orders, research discrepancies, and obtain approvals for payment.
5. Investigate problems that vendors or purchasing agents have with obtaining payment for bills.
6. Compute and record charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.
7. Prepare vouchers, invoices, checks, account statements, reports, and other records, and review for accuracy.
8. Reconcile general ledger accounts with various registers.
9. Extract general ledger information.

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**Job Requirements – cont'd**

10. Compile cost reports, revenue and expenses, statements of project costs grants and payments, and balance sheets as required.
11. Reconcile weekly the bank statements.
12. Monitor loans and accounts payable and receivable to ensure that payments are up to date.
13. Reconcile Petty Cash, Postage, and Report discrepancies and problems.
14. Code data for input to financial data processing system according to company procedures.
15. Review, balance, and interpret computer reports, and makes corrections.
16. Prepare and process the Good and Service Tax (GST) remittance forms and refunds etc.
17. Maintain all accounting records and filing for the accounting department as required and update content listing as required.
18. Prepare and confirm with the Community Service Department month-end procedures for Accounts Receivable.
19. Update the Master Dictionaries on each work station
20. Assist Accounting Clerk II with compiling payroll data etc., accounts receivable, E.I. adjustment journal entry and special projects, as necessary.
21. Assist employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
22. Assist in all year-end accounting reporting, procedures and external audit process as required.
23. Operate Office equipment such as calculators, postage machine, and photocopier.
24. Complete other duties that maybe assigned from time to time by the Department Supervisor.
25. Assist the front office staff with general office duties as required.

### **Job Qualification Requirements**

1. Must be able to maintain confidentiality on all matters of the Municipality.
2. Ability to receive oral or written instructions from Supervisor and perform tasks with a minimum of supervision.
3. Ability to perform a wide range of mathematical functions.
4. Ability to read, write, interpret and comprehend the English language.
5. Knowledge of computer applications in the Utilities, Taxation/ Collection and accounting practices.
6. Must possess an adequate ability to recognize and correct relevant problems as required.
7. Must be able to deal with difficult or emotional customer situations
8. Successful completion of Grade 12, supplemented by a post-secondary education in accounting courses or equivalent experience.
9. Minimum of two years basic bookkeeping/accounting experience.
10. A willingness to complete successfully the General Ledger and Bank Reconciliation, Payroll (MSGP), Cash Receipting, Sales and System Manager modules in Great Plains/Diamond Software application Version 5.5 or greater
11. Generally one (1) year to three (3) years total related experience.
12. A combination of education and experience may be considered.

### **Personal Attributes**

1. The Accounting Clerk III shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Accounting Clerk III shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Accounting Clerk III shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Accounting Clerk III must often work alone with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure or tight time lines.
5. The Accounting Clerk III shall display an ability to follow instructions from his/her supervisors.