



## **JOB DESCRIPTION**

### **TANGIBLE ASSET CLERK**

POSITION TITLE:	TANGIBLE ASSET CLERK
REPORTS TO:	DIRECTOR OF FINANCE AND SYSTEMS
REVISION DATE:	MAY 2008

### **POSITION SUMMARY**

**The Tangible Asset Clerk is responsible for the preparation of all aspects of the Asset Management Plan for the Municipality of Crowsnest Pass, to prepare an inventory of all municipal owned assets and develop an asset management plan in accordance with the Public Sector Accounting Board (PSAB) Tangible Capital Assets 3150.**

### **Job Requirements**

The requirements for the Tangible Asset Clerk may include all or some of the following:

1. To develop, implement and complete an asset management plan within an established time frame.
2. Analyze historical accounting records, work in consultation with department heads, and manipulate GIS information to prepare an inventory of all municipally owned and controlled assets.
3. Create fixed asset structures through networks, components and segments.
4. Develop a computerized tangible capital asset system supported by an audit trail that clearly identifies, classifies, and values all assets.
5. Record funding for asset acquisition and asset development.
6. Record amortization and asset dispositions including write downs, gains and losses.
7. Track and analyze capital project funding and expenditures. Maintain records for construction in progress and capitalization of the same at project completion.
8. Continuous monitoring of the tangible capital asset system including identifying and performing asset audits.
9. Design corporate standards, systems and processes for the fixed asset reporting and control

**JOB DESCRIPTION – ACCOUNTING CLERK III**  
**PAGE 2 of 3**

---

10. Operate Office equipment such as calculators, postage machine, and photocopier.
11. Complete other duties that maybe assigned from time to time by the Department Supervisor.

**Job Qualification Requirements**

1. Successful completion of Grade 12, supplemented by a post-secondary education in accounting courses or equivalent experience.
2. experience working in a local government setting would be an asset
3. Minimum of two years basic bookkeeping/accounting experience.
4. Working knowledge of GIS
5. Extensive knowledge of GAAP, PSAB, municipal/fund/public accounting, the Municipal Government Act, financial statement preparation
6. the ability to interpret and apply a diverse range of business and financial practices, legislation and policies
7. the ability to analyze financial information while maintaining a high degree of accuracy and attention to detail
8. 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 9.0 or greater
9. Must be able to maintain confidentiality on all matters of the Municipality.
10. Ability to receive oral or written instructions from Supervisor and perform tasks with a minimum of supervision.
11. Ability to perform a wide range of mathematical functions.
12. Ability to read, write, interpret and comprehend the English language.
13. the ability to plan, prioritize and communicate effectively
14. Must possess an adequate ability to recognize and correct relevant problems as required.
15. A combination of education and experience may be considered.

**Personal Attributes**

1. The Tangible Asset Clerk shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Tangible Asset Clerk 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 Tangible Asset Clerk shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Tangible Asset Clerk 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 Tangible Asset Clerk shall display an ability to follow instructions from his/her supervisors.