

## TOWN OF VIEW ROYAL

### JOB DESCRIPTION

#### FINANCE CLERK 1 – AUXILIARY

**Reports to:** Director of Finance

**General Summary:** As a member of the Finance team, the Finance Clerk 1 – Auxiliary provides a high level of customer service to both internal and external clients, processes payments and prepares bank deposits, maintains accounts receivable, prepares monthly reconciliations and various other accounting and clerical tasks.

#### **Duties And Responsibilities**

1. Provides personal and telephone reception for the Finance Department and as backup support for the front counter including receiving and redirecting incoming telephone calls and department counter inquiries.
2. Answers public inquiries of a general nature, with the understanding that complex inquiries will be directed to the appropriate staff member.
3. Performs end of day cash balancing, posts cash batches and prepares and delivers deposits to the bank.
4. Processes electronic fund transfers to and from corporate accounts daily, including BC Online, property tax and sewer utility payments.
5. Disburses petty cash, ensuring proper documentation and authorization.
6. Coordinates all general accounts receivable (AR) activities, including issuing invoices and client statements in a timely manner; acts as a liaison to all other departments for AR transactions; performs routine collection activities and consults the Director of Finance when collection appears doubtful; reconciles AR subledgers and processes related journal entries.
7. Assists customers at the front counter during property tax season by processing payments; maintains mortgage information for tax folios as indicated by mortgage companies; responds to questions from internal staff and the public regarding property taxation, homeowner grants, property tax deferral program, and sewer user fees.
8. Supports other Finance personnel with accounts payable processing, including purchase card transactions and other recurring automatic payments processing, reconciliations, and other accounts payable activities; performs the full accounts payable and payroll cycles when the Accounting Clerk II is absent.
9. Provides clerical support including composition and typing for others, posting website information, photocopying, arranging for courier service, and organizing equipment pickup and repairs.
10. Collects and files documents in accordance with the municipality's records management system and assists in the maintenance of the system and file list.

11. Operates office equipment, including but not limited to, a networked computer, printers, facsimile machines, binding machines, photocopiers, telephone systems, etc.

### **Knowledge, Skills and Abilities**

1. Sound knowledge of modern office practices and procedures including office administration and reception.
2. Ability to key at least 50 words per minute.
3. Excellent verbal and written communication skills.
4. Ability to format and compose business letters, reports, memoranda, etc., with considerable experience in Microsoft 365, including Teams, Outlook, Word, Excel, SharePoint, PowerPoint, and website management software.
5. Knowledge and experience of basic accounting principles and procedures with computerized accounting systems, spreadsheets, and related programs. Experience with Vadim's iCity financial software is preferred.
6. Excellent interpersonal skills and the ability to deal courteously and effectively with elected officials, a wide variety of internal customers, members of the community and other government agencies.
7. Ability to work under pressure and independently.
8. Aptitude for working with numbers, arithmetic calculations with a high attention to detail.
9. Ability to prioritize workloads with competing interests, and able to adapt readily to rapidly changing demands and circumstances.
10. Excellent organizational skills and an ambitious attitude.

### **Required Qualifications**

1. Completion of Grade 12 or equivalent plus 2 years of recognized accounting program (CPA, CA, CMA, or CGA) training, or an equivalent combination of education and experience.
2. Training in word processing, office administration, records and information management, and computer operation and applications.
3. Minimum two years' experience in a similar position, preferably in a local government setting.
4. Valid BC driver's licence.

*This job description is only a summary of the typical functions of the position and is not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description, and other duties may be required as assigned.*