

JOB SUMMARY:

Administers accounts payable and receivable system for the Township, supports the Director of Finance in her statutory duties, provides IT support for the Township and maintenance of the accounting software and provides back up support for the processing of the Township's bi-weekly payroll.

IMMEDIATE SUPERVISOR:

Director of Finance

STATUS:

Regular Full-time

HOURS:

Monday to Friday (35 hours per week)

TITLES OF POSITIONS REPORTING TO THIS POSITION:

None

KEY DUTIES & RESPONSIBILITIES:

- Responsible for all accounts payable, cheque preparation, coding and posting to the general ledger
- Assist the Director of Finance in the performance of statutory duties
- Assists with annual audit process and liaison with auditors
- Assists with the preparation of the annual operating and capital budget reports, quarterly financial statements and year end working papers
- Maintain capital assets records and assist with the implementation of the Public Sector Accounting Board tangible capital asset initiatives
- Liaison with IT Contract Support Staff for maintenance of the IT system and server, set up new users, and software updates
- Assists with PSD CityWide Software and asset management plan and database
- Update and maintain financial summaries for the building department, including the tracking of grading deposits, development charges and permit information
- Responsible for the distribution and reconciliation of petty cash
- Prepare financial summaries and reports as required for various departments
- Responsible for the billing and collection of accounts receivable, and reconciliation of the accounts receivable sub-ledger to the general ledger
- Preparation of bank deposits

- Provide back up for preparation and processing of bi-weekly payroll including the calculation of government remittances
- Gather and research competitive information for the procurement of office equipment
- Create and update procedures for all tasks and responsibilities
- Maintain skills at an appropriate level by taking training through courses, seminars and with selected reading
- Perform other related tasks or responsibilities as may be assigned

EDUCATIONAL REQUIREMENTS:

- Community College Diploma in accounting
- Completion of the Municipal Administration Program and Municipal Finance Administration Program is an asset

SKILLS & QUALIFICATIONS:

- 2 years' experience in municipal accounting, bookkeeping or related discipline
- Proficient in Microsoft Office applications, including MS Word and MS Excel
- Valid driver's license and access to a vehicle
- Strong computer skills and good working knowledge in various financial and other software programs such as Word, Excel, Outlook and Keystone Accounting Software
- Ability to communicate accurately and effectively both orally and in written form
- Possess good public relations skills
- Ability to work independently with minimal supervision
- Ability to multi-task and possess excellent time-management skills
- A valid Criminal Record Background Check to the satisfaction of the Township of Guelph/Eramosa is required
- A valid Ontario Class G Driver's Licence and access to reliable transportation as office location is not serviced by public transit

EQUIPMENT, MACHINES AND TOOLS USED:

Multi-line telephone, voice mail system, postage machine, computer, printer, fax machine, calculator and photocopier.

EFFORT & WORKING CONDITIONS

- Will involve local travel
- Involves mental and visual concentration
- Job requires light physical exertion
- Working environment contains the usual risks or discomforts of sitting for long periods of time; no special safety precautions are required

Approved by:

By: 
 Chief Administrative Officer

On: July 19, 2022

*Updated: October 2020
 July 2022*