

DISTRICT OF LILLOOET

Job Description – Clerk Typist

Nature of Work

The Clerk Typist reports to the Director of Finance or delegate and is responsible for ensuring that the financial and accounting records of the District of Lillooet are accurately maintained in accordance with the District's policies, procedures, bylaws and accounting best practices. The Clerk Typist also provides support to the Accounting Clerk during the absence of the Clerk or as required due to workload levels.

Required Knowledge, Ability and Skill

The Clerk Typist is required to have the following training and experience:

- Ability to use tact, diplomacy, courtesy and confidentiality in dealing with the public, elected officials and staff members.
- Skill in the operation and care of office equipment.
- General knowledge of the principles of accounting and finance.
- Highly organized, neat and accurate with the ability to multitask to meet deadlines.
- Ability and skills to prepare correspondence quickly and accurately.
- Ability to maintain sustained attention to detail.
- Ability to make simple arithmetic calculations quickly and accurately.
- Ability and skills to communicate effectively.
- Ability and skills to organize files and carry out precise record keeping.
- Ability and skills to operate a computer utilizing Microsoft Office

Preferred Knowledge, Ability and Skill

The preferred applicant will have the following knowledge, ability and skill:

- Working knowledge of a municipal filing system.
- General knowledge of municipal operations, BC Assessments, Property Tax Deferments, Home Owner Grants and the Local Government Act as it pertains to property taxes.
- General knowledge of local community organizations and citizens.
- Working knowledge of municipal accounting software, particularly Vadim.

Required Education, Training and Experience

The Clerk Typist is required to have the following training and experience:

- Grade 12 education.

Preferred Education, Training and Experience

The preferred applicant will have the following education, training and experience:

- 2 years of a recognized accounting program or equivalent combination of education and experience.
- 2 years of experience working with members of the public in an office setting.

Examples of Duties

Without restricting the general nature and scope of work, the following are illustrative examples of the duties which may be expected of the Clerk Typist:

- Responsible for greeting the public, in person or by phone, and tending to their needs and responding to their inquiries or referring them to the appropriate department, individual or agency.
- Operate the main switchboard, transfer calls to the appropriate department or individual, take messages, maintain the general voice mailbox, etc.
- Perform daily collections and reconciliations of monies, cheques, notes and other forms of exchange.
- Prepare bank deposits as required but no less than once per week.
- Prepare and maintain cemetery, pet licence, business licence and building permit records.
- Responsible for the accurate maintenance and processing of accounts payable including checking invoices, coding, obtaining required approvals for payment and distribute payments.
- Responsible for the accurate maintenance and processing of accounts receivable including follow up for collection when necessary.
- Pick up and process incoming and outgoing mail, and process faxes and general email according to policy.
- Responsible, under the supervision of the Corporate Officer or delegate, for the accurate and timely maintenance of the municipal filing system.
- Responsible for maintaining the inventory of office supplies.
- Provide clerical support to other municipal departments and individuals.
- Other related duties as requested/required.

Other

- Rate of pay and hours of work pursuant to the Collective Agreement between the District of Lillooet and CUPE Local 173.
- Seasonal overtime may be required.