

NATURE AND SCOPE OF WORK

The Accounting Clerk reports to the Chief Financial Officer, 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 Accounting Clerk also provides support to the Accounting Clerk Typist during the absence of the Clerk or as required due to workload levels.

DUTIES AND RESPONSIBILITIES

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

- Responsible for the accurate maintenance and processing of all payroll related transactions and information for the District.
- Maintain the Property Tax subsystem; including adjustments, reconciliations and assistance in the preparation of tax notices.
- Maintain the Utility subsystem; including adjustments, reconciliations and processing of utility billings.
- Other monthly reconciliations (i.e.: bank accounts, sub ledger accounts, suspense accounts, etc.) as requested.
- Prepare journal entries as required.
- Administer the District's prepayment plan for Property Taxes and Utilities.
- Prepare returns and remit monies collected on behalf of the federal and provincial government, and other third party organizations by applicable deadlines.
- Reconcile cash outs and prepare and deliver bank deposits for District Office and Recreation Centre.
- Maintain the airport records including sales records, fuel inventory, etc.
- Preparation of worksheets, correspondence and other reporting to augment statutory reporting requirements as requested.
- Maintain the client records for Property Taxes and Utilities and update with changes per LTSA / BCAA making adjustments as necessary.
- Updating of rates as per bylaw changes for utilities.
- Updating rates as required for payroll related transactions.

REQUIRED KNOWLEDGE AND SKILLS

The Accounting Clerk is required to have the following knowledge, abilities, and skills:

- Detailed knowledge of the principals of accounting and finance.
- Highly organized, neat, and accurate with the ability to multitask to meet deadlines.
- Ability and skill to prepare correspondence quickly, accurately, and professionally.
- Ability to problem solve and perform complex mathematical calculations.
- Ability to use tact, diplomacy, courtesy, and confidentiality in dealing with the public, elected officials, and staff members.
- Well-developed interpersonal / public relations and customer service skills.
- Ability and skills to organize files and carry out precise record keeping.
- Extensive ability and skills to operate a computer utilizing Microsoft Office.
- Skill in the operation and care of office equipment.

MINIMUM EDUCATION AND EXPERIENCE

- Grade 12 education.
- 3 years of work experience in accounting preferably in a local government setting.

PREFERRED KNOWLEDGE AND SKILLS

- General knowledge of local community organizations and citizens.
- Ability to carry out detailed research and analysis and to prepare sound recommendations.
- Working knowledge of municipal accounting software, particularly Vadim.
- Knowledge and ability to perform all functions of the Finance Department (i.e.: accounts receivable, accounts payable, cash receipting, property taxes, utilities, general ledger, etc.).
- Experience supervising employees.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.
