



Town of Grand Valley

Job Description

Job Title: Accounting Clerk	Reports To: Director of Finance/Treasurer
Supervises: None	Date Created: November 2023
Pay Grade: 5	Date Updated: November 2024

The Town of Grand Valley employs an Accounting Clerk, reporting to and supporting the Director of Finance/Treasurer.

The Accounting Clerk:

- Assists with the co-ordination and operation of the Finance Department.
- Assists the Director of Finance/Treasurer with Property Tax collection tasks.
- Ensures Accounts Payable and Accounts Receivable are processed in a timely manner and in accordance with all requirements.
- Performs data entry for Payroll and Benefits.
- Conducts or assists with financial reporting, audits, budgeting, accounting, payroll and asset management.

Position Summary:

The Accounting Clerk position provides data entry and administration support for the Town's financial and accounting processes including Property Taxation, Accounts Payable (A/P), Accounts Receivable (A/R), and Payroll.

- Property Tax – assist with property tax collection tasks including processing payments, maintaining the property tax roll and provide information and excellent customer service to taxpayers, external customers, and agencies.
- A/P and A/R – responsible for the day-to-day operations of all Town payment and receivable cycle activities including: efficiently and accurately processing vendor invoices within established methods and procedures for timely payment while ensuring the Town's procurement and authorization processes are being followed; preparing and managing receivables; monthly reconciliations of accounts; processing employee expenses and responding to inquiries from staff, vendors and auditors with respect to all accounts payable and receivable matters.
- Payroll - responsible for the processing of payroll for Town salaried and hourly employees ensuring that the full payroll cycle is completed accurately, on time, and in accordance with applicable legislation and corporate policies. Also completes administrative activities

relating to pension and benefit requirements, and monthly and year end reconciliations and reporting.

Key Duties and Responsibilities:

Property Taxes

Assists the Director of Finance/Treasurer with Property Tax collection tasks upon request, including, but not limited to:

- Upload property tax payments made by Electronic Data Interchange (EDI) into the financial system daily.
- Enter property tax payments made by mortgage companies through Electronic Funds Transfers (EFTs) into the financial system's cash receipting module.
- Take payment for property taxes at the counter or received by phone.
- Print tax statements, receipts, and tax notice reprints, as requested.
- Process payment returns (NSF) in the financial system and draft letters to property owners to request repayments.
- Print and review tax certificates for completeness. Submit to the Director of Finance/Treasurer for review and approval.
- Maintain the property tax roll, including additions, deletions, ownership changes, mailing address changes, payment plan options, and mortgage companies.
- Update Mortgage Company Property Tax payment additions or deletions.
- Update change of ownership data received from Law firms and from MPAC Municipal Sales Lists (MSL).
- Calculate penalty in the financial system monthly and as required.
- Creating communication regarding tax notices, as required.
- Print and coordinate the mailing of all Interim and Final tax bills.
- Prepare and email Interim and Final listings summarizing taxes owing by roll for each mortgage company.
- Provide information and excellent customer service to taxpayers, external customers, and agencies.

Accounts Payable (A/P)

- Receive all invoices from vendors, departments, and mail.
- Match invoices to necessary supporting documentation. Identify insufficient supporting documentation and communicate requirements to departments.
- Reviews invoices for accuracy, general ledger account coding, and departmental authorizations/approvals.
- Data entry of invoices and invoice requisitions into financial software.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Maintain tight payment schedules in accordance with vendor terms to ensure the Town avoids late fees and/or to take advantage of discounts for early payment to maximize the Town's cash flow.

- Produce cheques or schedule EFT bank payments for invoices with supporting backup along with summary and detailed reports for approval by the CAO and/or Director of Finance/Treasurer.
- Create new vendors and new clients in the financial system database.
- Reviews HST payable and applicable rebates for appropriate treatment and filing.
- Handle general accounts payable inquiries including reconciling statement of accounts and ensure that all payments are made in a timely manner.

Accounts Receivable (A/R)

- Receive all invoices requests from departments.
- Reviews all requests for accuracy, general ledger account coding, and departmental authorizations/approvals.
- Complete accounts receivable invoicing and collection for the municipality with supporting documentation.
- Prints and mails out invoices and posts invoice batches to the general ledger.
- Process and mail out customer statements on a regular basis.
- Create invoices for unpaid water utility bills (billed by Orangeville Hydro) as required and transfer to taxes.
- Maintains accounts receivable files and backup for audit documentation.
- Produce and analyze receivables aging reports and forward to the Director of Finance/Treasurer
- Reviews and reconciles customer accounts and statements.
- Monitors uncollected receivables, makes calls, and sends letters as needed to customers about collection.
- Processes finance charges monthly.
- Responds to inquiries pertaining to accounts receivable from customers and/or staff.

Payroll & Benefits

- Serves as the first point of contact for internal payroll-related requests or inquiries and provides assistance as required. Escalates any requests or inquiries to the CAO or Director of Finance/Treasurer as required.
- Processes the Town's bi-weekly payroll for salaried and hourly employees in an accurate and timely manner.
- Reconciles payroll information reports and payments.
- Provides payroll summary reports with supporting backup including detailed reports and approved timesheets for approval by the CAO or Director of Finance/Treasurer.
- Prepares manual payroll cheques for approval when required.
- Creates and/or updates the "Employee Master List" for new employees, pay increases and other changes as requested & approved by management.
- Processes employee benefit enrollments, changes, terminations, beneficiaries, etc.

- Maintains detailed records and documentation of payroll functions for record retention and auditing purposes in accordance with statutory requirements and internal control policies and procedures.
- Responsible for general administration of the OMERS and benefit plans (enrollments, changes, retirements, reconciliations).
- Prepares and reconciles T4s.
- Completes and issues Records of Employment (ROE) in accordance with Service Canada requirements.
- Prepares year-end payroll information for the Town's financial statements.
- Tracks various requirements (e.g. uniform and boot reimbursements to approved allowances).

Other

- Coverage for front reception duties including answering phones, handling in-person client requests & payments.
- Maintains accounting and other record management per the Town's corporate records policies.
- Acts as backup for other positions within the Finance Department, as required.
- Posts general journal entries to iCity/Vadim Accounting system.
- Generates standard accounting reports as required and as requested by the Director of Finance/Treasurer.
- Prepare audit documentation related to the role and maintain physical and electronic filing as required.
- Prepare various account reconciliations and related journal entries monthly.
- Provide accounting support and services related to the Finance division.
- Performs other duties as assigned.

Qualifications, Knowledge, and Skills:

- Post-secondary Diploma/Degree or certificate in accounting, finance, bookkeeping or equivalent in a related field.
- A minimum of three (3) years' finance or accounts payable/receivable experience.
- A minimum of two (2) years' municipal property tax experience.
- Prior work experience in a municipal finance and/or municipal tax environment is considered an asset.
- Completion of the Municipal Tax Administration Program (MTAP) as offered through the Ontario Municipal Tax and Revenue Association (OMTRA) preferred, or willingness to complete.
- Familiarity with basic finance functions, including basic billing, collections, and payables standards and procedures.
- Understanding of Generally Accepted Accounting Principles (GAAP) and municipal government functions.
- Proficiency with Microsoft Office & Accounting Software. Experience in iCity/Vadim would be an asset.

- General knowledge of the applicable legislation and regulatory knowledge, including the Employment Standards Act, Employment Income Act, OMERS and working knowledge of the property tax sections of the Municipal Act, 2001.
- Strong accounting skills, including reconciliation experience.
- Attention to detail and an elevated level of accuracy are necessary.
- Strong time management and organizational skills.
- Demonstrated tact and discretion in handling sensitive and confidential matters.
- Excellent communication skills, verbal and written, to deal with customers (internal and external) at all levels.
- Exceptional interpersonal and customer service skills.
- Must have a current Criminal Record Check that is satisfactory to the Town.
- Must have a valid Ontario Class 'G' Driver's Licence.

Personal Contacts

- 1) Members of Public
- 2) All Department Heads
- 3) Internal Staff
- 4) Auditors
- 5) Lawyers
- 6) OMERS and other Benefit Providers
- 7) Bank/Mortgage Companies
- 8) MPAC

Working Conditions

- 1) Working within an office environment, with occasional off-site meetings.
- 2) Professional office attire required per dress code policy.
- 3) Usual schedule is Monday to Friday, 9am to 4:30pm.
- 4) Attend evening Council and committee meetings, and other meetings as required.
- 5) Co-ordinates in-office time with Director of Finance/Treasurer.
- 6) Limited lifting of files, file boxes, etc., generally less than 10 pounds.