



District of 100 Mile House

385 Birch Avenue, P.O. Box 340, 100 Mile House, British Columbia Canada V0K 2E0
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FINANCE CLERK JOB DESCRIPTION

POSITION: Finance Clerk

CLASSIFICATION: International Union of Operating Engineers, Local #959

REPORTS TO: Director of Finance

POSITION SUMMARY

The Finance Department is responsible for all of the financial activities undertaken by the District of 100 Mile House and 100 Mile Development Corporation including receipt of all payments, keeping of all funds and securities, expending and disbursing money as authorized, keeping accurate records and full accounts of the financial affairs of the District and Corporation and compiling and supplying financial information to internal and external sources.

This position performs tasks relating to the District of 100 Mile House and the 100 Mile Development Corporation as follows:

- ✚ Prepares utility billings and updates property tax system
- ✚ Processes accounts payable and accounts receivables
- ✚ Prepares and processes business licences
- ✚ Processes cemetery documentation
- ✚ Performs payroll functions
- ✚ Performs general and specific bookkeeping and accounting tasks and maintains various records
- ✚ Performs reception, telephone switchboard, and cashier duties for the District

JOB DUTIES

- Prepares non-metered and metered utility billings; sets up and adjusts utility accounts to ensure account information is current and accurate; maintains manual and computerized records relating to property taxes and utilities; ensures property tax and utility sub-ledgers are reconciled to the general ledger on a monthly basis;

- Receives and sorts purchase orders, processes vendor invoices, prepares cheque payments for authorized expenditures, and maintains an accounts payable sub-ledger; maintains an organized vendor payment filing system; ensures that third party statements and the accounts payable sub-ledger are reconciled monthly; monitors adherence to Provincial and Federal commodity tax regulations; prepares, reconciles, and submits the Goods and Services Tax and the Provincial Sales Tax reports to the applicable agencies on a timely basis;
- Performs general and specific payroll tasks including balancing and keying payroll information timesheets, new hires, terminations and salary changes, maintains payroll records and files in compliance with applicable legislation and policy, prepares Records of Employment and requested payroll related reports, maintains records for employee benefits, retirement and benefit claims including preparation and submission of all documentation; prepares year end payroll functions, including T4's and responds to general staff payroll inquiries;
- Prepares accounts receivable invoices and ensures sub-ledger is reconciled to the general ledger on a monthly basis;
- Processes payment receipts, balances daily cash, and prepares bank deposits;
- Schedules bookings for Centennial Park;
- Processes all new business licence applications and changes for existing businesses as required; prepares annual business licences;
- Reconciles fleet maintenance and fuel breakdown on a monthly basis;
- Prepares and maintains all documentation pertaining to the 100 Mile House Cemetery, including customer service.
- Prepares analytical spreadsheets and other documentation as may be required from time to time.
- Performs reception and telephone switchboard duties for the District including receiving and referring visitors or telephone calls to appropriate departments, answering general and routine telephone and counter queries.
- Pickup, open and distribute regular incoming mail; process outgoing mail, and stamp according to postal regulations using postage meter; monitor office stationery and order supplies when required; keep staff room stocked with coffee, etc.; initiate necessary repairs to all office equipment
- Provides support and assistance as necessary for the offices of Corporate Administration, Building Inspection/Bylaw Enforcement, Community Services and Planning.

NOTE: the duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.

The incumbent may encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

REQUIREMENTS

- Completion of Grade 12;
- Completion of two (2) years toward a diploma in Business Administration or an accounting designation. An equivalent combination of education, training or experience may be considered;
- Three (3) years experience in an accounting position or similar environment;
- Completion of one year toward the Canadian Payroll Association Certification program;
- Must be familiar with a computerized payroll/accounts payable system;
- Must be familiar with legislation that affects payroll;
- High degree of proficiency with computers, particularly with Microsoft Office platform;
- Must be familiar with interpreting the provisions of Collective Agreements insofar as they relate to payroll and benefits;
- Is expected to bring a high degree of accuracy and diligence to the work;
- Familiar with direct deposit operations;
- Must be able to meet specified deadlines and to work under general supervision;
- Must be able to deal with the public and other employees in a tactful and courteous manner;
- Must have good oral and written communication skills.
- Preference will be given to applicants with municipal finance experience working with the Vadim accounting system.

Revised: August 14, 2020