



# Job Profile

# Finance Clerk

## Position Summary

The Finance Clerk is predominantly responsible for accounts payable/receivable, taxes, water/sewer bills and other user fees. It is important for this individual to be detail-oriented and analytical and offer input on how to bring efficiencies to the municipality's Finance Division, while maintaining the financial integrity of the Municipality.

## Reporting Requirements

This position reports to the Manager of Corporate Services.

## Responsibilities

### *Property Taxes and Tax Collection:*

1. Prepares Interim, Final and Omitted/Supplementary billings for review by Treasurer.
2. Responds to tax inquiries, reminder notices and assessments as well as omitted supplementary billings and requests for reconsideration.
3. Prepares tax write offs which include requests for reconsideration, arbitration, and inter-departmental transfers.
4. In the absence of the Manager of Corporate Services, issues tax certificates for property taxes and water and wastewater accounts.
5. Prepares tax reminder notices.
6. Administers all pre-authorized property tax payments through mortgage or direct bank accounts.
7. Records cash receipting from mortgage payments to property tax accounts.
8. Processes ownership changes and forwards changes to Fire Department.
9. OPTA – Performs School Board updates, Assists with Tax Rate calculations and cut-off dates.
10. Prepares and mails non-sufficient notices to property owners and adjusts tax accounts to include non-sufficient charges and payment reversals.

### *Water/Sewer Administration:*

11. Responsible for all administration of water/wastewater billings which include new activations and terminations.
12. Coordinates with the Operations Department the electronic water readings on a monthly basis for consumption reports, unusual readings, continuous leaks and billing purposes (billing occurs quarterly).
13. Bills annually wastewater accounts based on a fixed charge which includes accounts for another Municipality.
14. Assigns new meters and inputs new water meter information into Vadim Software.
15. Coordinates all discrepancies with water meters with Manager of Corporate Services and Operations Department.

16. Investigates exception reports (missed accounts, # of active accounts, electronic errors) prior to processing billing.
17. Prepares, prints, and distributes water/wastewater bills by mail and by e-mail. Coordinates the final water bill readings and issues final bills. Administers e-billing.
18. Ensures that billed consumption is reconciled with water flow outputs from water treatment plant on a quarterly basis, to report variances between billed consumption and production.
19. Processes municipal chargebacks to appropriate departments on a quarterly basis.
20. Ensures water on-off request charges are completed and charged to water accounts.
21. Sets up and maintains new accounts.
22. Responds to all water/wastewater inquiries/complaints and relays all technical issues to the Operations Department.
23. Administers all delinquent accounts and accounts in arrears. Applies penalty and interest when necessary.
24. Transfers water/wastewater arrears to property tax accounts when due and provides a list to financial institutions for all water to taxes arrears related to mortgage companies and adjust pre-authorized payment accounts.
25. Balances the control account for water/wastewater at month end and applies penalties & interest.
26. Send outs monthly letter notifying residents of any continuous consumption leaks.
27. Downloads consumption reports from Neptune 360, reviews for continuous leaks, creates courtesy letters to residents notifying them of the leak.

*Accounts Payable:*

28. Prepares accounts payable batches and submits to Treasurer for approval. Includes credit card and utility payments.
29. Prepares cheques and EFT payments.
30. Prints and distributes monthly financial reports.
31. Administers vendor files.
32. Reconciles the control account and closes period on a monthly basis.
33. Prepares any year end working paper files for the audit (accruals, accounts payables trade and payroll liabilities).
34. Reconciles the school taxes payable and the distribution to the appropriate school boards.
35. Processes quarterly payments to school boards as per the reconciliation.
36. Prepares purchase orders and remits to employee or vendor based on purchase requisition instructions.

*Accounts Receivable:*

37. Process account receivable invoices for all shared service agreements which are payroll related.
38. Updates Accounts Receivable Aging Report posting of invoices.

*Accounting and Bank Reconciliation (alternates with other Finance Department Members):*

39. Prepares financial analysis on various accounts based on Treasurer's request.
40. Provides backup for processing and balancing postdated cheques.

41. Provides backup for uploading EDI payments through RBC Express for property taxes and water waste/water accounts and posts payments to accounts through cash receipting.
42. Reconciles bank statement, as required.
43. Processes any required adjustments such as financial charges and loan amortizations and enters timing differences in pending adjustments.
44. Investigates transactions which have not cleared the bank and follows through on the appropriate process to clear the transactions.
45. Reconciles cash receipting batch and prepares deposit slip.
46. Process other daily deposits (debit machine activity), museum and on-line website payments and museum monthly deposit for cash and cheque transactions.

*Health and Safety:*

47. Complies with all health and safety policies and privacy procedures of the Municipality of Callander and identifies to management areas to address to maintain a safe and healthy workplace.

*Other:*

48. As a member of the municipal team, will be responsible for serving the residents, business owners and visitors of Callander by meeting the taxpayers' needs and expectations, striving to be the best through attitude, training and creativity. Representing the municipality as a strong, integrated organization dedicated to high quality and affordable services.
49. Contributes to departmental and municipal-wide goals and objectives and recommends new or improved ways to perform the corporate function.
50. Complies with policies and procedures of the Municipality of Callander.
51. Assists the Manager of Corporate Services to develop financial related policies and procedures.
52. Responsible for updating spreadsheets for budget
53. Back-up for other Finance Clerk on all main functions during illness and vacation.
54. Performs other tasks as assigned by Clerk/Treasurer.

**Experience/Education/Training**

- Post-secondary degree or diploma in accounting.
- Minimum of 2 years' experience in a related position.
- Completion of Municipal Finance and Accounting Program through Association of Municipal Clerks, Treasurers of Ontario (AMCTO) or willingness to complete
- Working knowledge of taxation administration and courses through AMCTO or equivalent.

**Knowledge/Skills**

- Working Knowledge of taxation administration Good listening, problem solving, conflict resolution, detail oriented and customer service and complaint management skills.
- Computer literacy utilizing word-processing, spreadsheet, presentation and database software and the internet.
- Ability to think and act strategically in a political and community service environment.
- Detail-oriented, and conscientious.
- Strong interpersonal skills in working with teams and individuals.

- Excellent oral and written communication and listening skills.
- Ability to multi-task and stay focused in a fast-paced environment.
- Strong computer skills and knowledge of related software programs such as Microsoft 365. Experience with VADIM and CityWide considered an asset.

**Professional Development**

- Municipal Finance and Accounting Program, if not already completed

**Work Conditions**

A majority of the time will be spent in the office and attending meetings during normal working hours.

In this position, there are several interruptions and generally, a need to multi-task. It is expected that this individual will be courteous and collaborative with the rest of the Municipal team.

**Council's Vision**

It is important for each employee to keep the Strategic Areas of Focus at the forefront of their work practices.