



**MUNICIPALITY of NORTHERN BRUCE PENINSULA**  
**JOB DESCRIPTION**  
**POSITION: ACCOUNTS PAYABLE AND RECEIVABLE CLERK**

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**PURPOSE OF THIS POSITION**

Reporting to the Treasurer, this position performs the accounts payable and receivable functions for all departments. This includes the billing and collection of revenue and the coding and payment of invoices.

**PRIMARY RESPONSIBILITIES OF THIS POSITION**

**Accounts Receivable**

- Invoice and collect revenue for all departments and facilities, including harbours, airport, campground, landfills, and community centres
- Receive and record cash reports submitted by facility staff
- Process water and sewer utility billing, calculate charges and distribute invoices
- Record monthly readings for water, analyze results, and report discrepancies
- Assist with parking meter revenue collection
- Maintain and record accounts receivable data in Laserfiche and Keystone
- Prepare account reconciliations and balance to general ledger
- Monitor and follow-up on outstanding accounts and issue monthly statements
- Provide general customer support and services
- Balance and reconcile Accounts Receivable to the General Ledger

**Parks and Recreation**

- Assist Community Services Manager with administrative duties
- Book facilities and prepare contracts and agreements
- Provide monthly schedules to facility attendants
- Collect paperwork for alcohol events and submit to Clerk for approval
- Maintain wait lists for both harbours and campground
- Assist with registration and invoicing for municipal programs

### **Accounts Payable**

- Set up and maintain vendor accounts in Laserfiche and Keystone financials
- Review vendor statements, verify information, analyze discrepancies
- Check invoices for accuracy and terms of payment to avoid fees and penalties
- Code invoices where possible and distribute to department heads
- Check account coding and ensure any management assigned codes are valid
- Enter payment information in computerized accounts payable module and prepare cheques or direct payment information, depending on vendor
- Coordinate cheque signing with staff and make payments
- Prepare list of municipal accounts for Council approval
- Respond to vendor inquiries, provide information, and resolve problems
- Balance and reconcile Accounts Payable to General Ledger

### **Customer Service**

- Provide front line customer service

### **Other**

- Operate various computer software programs, including Microsoft Office, Laserfiche and Keystone financial modules.
- Maintain financial security by following internal accounting controls
- Provide accounting support and services related to the Treasury Department
- Attend meetings and training sessions as required.
- Comply with policies and procedures of the Municipality.
- Adhere to Occupational Health & Safety regulations.
- Perform other tasks as assigned by management.

### **Supervision received**

- Works under the daily supervision of the Treasurer
- Works independently once tasks are assigned and must be able to prioritize duties to meet requirements of various departments
- Supervision not required on a regular basis

### **Supervision Given**

- Not responsible for the work or performance of other staff

## **QUALIFICATIONS**

The position specifications outlined below are intended as a guideline. In some cases, an individual may have sufficient related experience to offset the formal education requirements. Education and related experience will be assessed simultaneously to ensure all qualified applicants are considered.

### **Education**

- Post-secondary diploma in accounting, business, or finance (required)
- Completion of Ontario Municipal Tax and Revenue Association (OMTRA) Municipal Tax Administration Program (MTAP) (preferred)
- Completion of the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) Municipal Accounting and Finance Program (MAFP) (Preferred)

### **Experience**

- 2 years' experience in an office environment, involving accounting/book-keeping functions and computer accounting software

### **Other Requirements**

- Computer knowledge and experience, including Microsoft Office applications
- General knowledge of municipal functions and procedures
- Excellent written and oral communication skills
- Exceptional time management and organizational skills
- High level of tact and ability to communicate effectively with the public

## **WORKING CONDITIONS**

### **Mental Conditions**

- Work is subject to frequent interruptions and impediments to concentration
- Potential for stressful interaction with taxpayers

### **Physical Conditions**

- Generally pleasant office environment
- Open office environment generates high level of noise at times

### **Working Hours**

- Hours of work – 37.5 hours per week
- Overtime may be required to meet deadlines at the request of the Treasurer