

Job Description: Finance Clerk

The Corporation of The Township of South Glengarry	Job Description
Position Title:	Finance Clerk
Group:	Union
Supervisor:	Deputy Treasurer
Department:	Finance
Prepared By:	Human Resources Advisor
Approved:	November 23, 2023
Revised:	
<u>Job Function:</u>	
	Reporting to the Deputy Treasurer and as a member of the Finance Team, the Finance Clerk is required to update and maintain the Township's financial database and records, perform regular audits, and account reconciliations and provide customer support.
<u>Skills and Qualifications:</u>	
	<ol style="list-style-type: none">1. Completion of Grade 12 education plus a Diploma in a related field including office administration, accounting and other municipal oriented education or equivalent experience.2. Minimum 2-3 years of relevant experience in clerical, administrative and accounting practices in a public sector environment.3. Possess strong computer skills and proficiency in Microsoft Word, Excel, and Outlook and working knowledge of computerized accounting software and internet applications.

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4. Knowledge and demonstrated experience in Vadim would be considered a significant asset.
5. Demonstrated organizational ability and exceptional customer service skills.
6. Excellent oral and written communication skills including superior interpersonal skills.
7. Bilingualism would be considered an asset.

Direction Received/Independent Action:

8. General direction is provided by the Deputy Treasurer.
9. Performance is monitored by the Deputy Treasurer through the annual performance appraisal process.
10. Must have the knowledge of and ability to meet and interpret policies, procedures, and regulations.

Working Relationships:

Routine:

11. **Deputy Treasurer:**
Direct reporting relationship
12. **Management and Council:**
Working relationship
13. **Township staff:**
Working relationship - with Finance Clerks & Township colleagues
14. **General Public:**
Responds to residents, staff, and public inquiries

Duties and Responsibilities:

15. Provide positive and effective representation of the Corporation.
16. Prepare and process financial documents such as bills, receipts, invoices, and the issue of payments.
17. Process financial transactions including cash, cheques, debit payments, EFT and EDI.
18. Update the database, financial records and filing systems.
19. Track and monitor financial transactions.
20. Review financial records, documents, and information to ensure their accuracy.
21. Perform account reconciliations and audits.
22. Report financial discrepancies, errors to Deputy Treasurer.
23. Compile financial spreadsheets, reports, statements, and other documents as required.
24. Provide customer service by answering questions and resolving queries and issues.
25. Ensure that office supplies are maintained for the Corporation.
26. Assist with administrative tasks such as filling out forms, filing, cash deposits and answering phone calls, processing mail, and responding to emails.
27. Perform other duties as may be assigned.

Impact of Errors:

28. Misinformation and errors could possibly have an impact on the level of quality services provided. Errors may lead to charges being laid against the Corporation resulting in possible fines, potential lawsuits, and lost revenues.

Physical and Sensory Demands:

29. Physical demands can include light activity of short and long duration.

Mental Demands:

30. An office work environment involving concentration periods that are frequent and of long duration.

31. Environment may be noisy and busy causing interruptions.

Working Conditions:

Hours of Work:

32. Required to work a 7-hour day during normal business hours. Additional hours are semi-frequently required more than the regular workday related primarily to workload.

33. Overtime is compensated as per Township Policy.

Work Environment:

44. Work is generally performed in a normal office environment. Work involves interruptions and possible conflicting demands.

Hazards:

45. Usual hazards consist of repetitive motion injuries from keyboard and computing activities. Risks including illness or personal injury during situations when exposed to the public.