

TOWNSHIP OF BLACK RIVER-MATHESON

POSITION DESCRIPTION

1 Position Title:

Senior Accountant

2 Reporting Relationship:

Report directly to the Director of Corporate Services

3 Scope of Position:

Process and maintain the municipal accounting, taxation and utility billing systems.

4 Responsibilities:

4.1 Accounts Payable:

4.1.1 Process all invoices, advances, remittances for payment.

4.1.2 Prepare cheques for distribution to vendors.

4.1.3 Maintain vendors on computer system.

4.1.4 Handle any inquiries related to accounts payable.

4.1.5 Set up accounts payable at year end.

4.1.6 Balance and perform all year end computer related issues for accounts payable.

4.2 Accounts Receivable

4.2.1 Process and prepare all invoices and distribute for clients.

4.2.2 Maintain client accounts on computer system.

4.2.3 Balance accounts on a monthly basis.

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- 4.2.4 Ensure penalties and interest is added on arrears at the first of each month.
- 4.2.5 Balance and perform all year end computer related issues for accounts receivable.

4.3 General Ledger

- 4.3.1 Ensure general ledger is in balance on monthly basis.
- 4.3.2 Prepare financial statements for all departments on monthly basis for council, committees, managers and department heads.
- 4.3.3 Perform journal entries on a regular basis.
- 4.3.4 Perform all related year end functions for general ledger under direction of Treasurer.
- 4.3.5 Review monthly trial balances with Treasurer each month.
- 4.3.6 Prepare documentation for year end.
- 4.3.7 Assist with year end and audit including working with the Treasurer and auditor.

4.4 Taxation and User Fees

- 4.4.1 Set up tax rates and user fee rates into the computer system.
- 4.4.2 Work with OPTA computer system.
- 4.4.3 Review computer generated reports with Treasurer prior to billing.
- 4.4.4 Generate bills for taxes and user fees twice a year for each system.
- 4.4.5 Send out billings within time frames stated in our policies.
- 4.4.6 Answer inquiries from ratepayers and mortgages.
- 4.4.7 Balance systems on a monthly basis.
- 4.4.8 Perform all adjustments related to the systems i.e. supplementaries, write-offs, etc as well as, credits on user fee accounts.

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4.4.9 Prepare, balance and distribute school board requisitions as required.

4.4.10 Prepare, balance and distribute P.I.L.s as required.

4.5 Other

4.5.1 Maintain files and documentation for grants including submission of applications, interim reports and final reports.

4.5.2 Remit taxes (HST and PST) reports as required and balances same.

4.5.3 Perform bank reconciliation on a monthly basis and liaise with bank as required.

4.5.4 Maintain investment account as directed by the Treasurer.

4.5.5 Accept payments over the counter as required.

4.5.6 Assume responsibilities of co-workers in their absence as required.

4.5.7 Perform other related duties as assigned.

5 Authority of Position

Authority limited to direction given and to operating within accepted office and management policy.

6 Working Relationships

6.1 With the Director of Corporate Services

Receive direction and guidance.

6.2 With the Deputy Treasurer

Receive direction and guidance.

6.3 With Other Staff Members

Usual cooperation and courtesy.

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6.4 With Public

Provide information and responses to enquiries in a courteous manner.

7 Knowledge and Skill

- 7.1 Thorough knowledge of accounting skills and office practice in a municipal setting through training and directly related experience.
- 7.2 Maturity, good judgment, organization, communication and public relation skills; ability to establish and maintain effective working relationships with others.

8 Working Conditions:

- 8.1 Works in a public office. Work is subject to frequent interruptions. Work is multi-tasked.
- 8.2 Usual hours of work are 35 hours per week plus limited overtime.

9 Impact of Error

- 9.1 Typographical errors if unnoticed could change the meaning of a document, letter, etc. which could cause possible problems for the Township.
- 9.2 Mechanical and clerical errors could be traced and corrected after delay and duplication of effort.
- 9.3 Incorrect information to the public would result in confusion and unfavourable public relations.

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