

The Township of Alnwick/Haldimand – Job Description

Job Title: Finance Administrator - Expenditures

Reports to: Municipal Treasurer

Main Purpose

Reporting to the Manager of Financial Services/Treasurer, the Finance Administrator-Expenditures processes invoices for payment in an effective and efficient manner that will ensure municipal accounts payable/liabilities are accurate and up to date, provides exceptional customer service to the public and performs other general accounting functions as assigned.

Duties and Responsibilities

- Responsible for processing all accounts payable including updating and maintaining vendor database, verifying accuracy of invoice detail and review of HST calculations for recovery purposes, circulation of invoices to departments for proper authorization, invoice entry, preparation and mailing of cheques, recording and maintaining related reports;
- Maintain utility consumption data for municipal facilities and submitting annual reports as required;
- Maintain fuel records for allocation by department and rebates as required;
- Balance the Accounts Payable Ledger to the General Ledger on a monthly basis;
- Bank reconciliation and account reconciliation and related journal entries
- Livestock claims processing
- Reconcile Balance Sheet and profit and loss accounts
- Payroll journal entries
- GST/HST Returns
- Monthly journal entries and year end adjusting entries
- Budget versus actuals
- On line banking
- Year end accruals, prepaid and deferred revenue entries
- Backup signing authority for accounts payable cheques
- Coordinate the processing payments received by mail and electronically or when required in conjunction with the Finance Administrator - Revenues;
- Prepare and mail tax bills in conjunction with the Finance Administrator - Revenues;
- Coordinate the collection, preparation and data entry of Tangible Capital Assets information in conjunction with the Finance Administrator - Revenues;
- Maintain files in accordance with corporate records management system and records retention by-law;
- Assist the general public at the finance counter and by telephone with general inquiries related to the Finance Department and receive payments including, but not limited to, municipal taxes, bulk water, waste tags;
- Assist Municipal Treasurer and auditor as assigned.

Formal Education Qualifications Required

- Post Secondary education in Business Administration, Accounting, or a related field;
- Additional education obtained through courses such as Municipal Tax Administration Program (MTAP), Municipal Administration Program (MAP), Municipal Accounting and Finance Program (MAFP) would be an asset.

Municipal Experience

- Five (5) years accounting experience, preferably in a municipal setting.

Necessary Knowledge, Skills, and Abilities

- Knowledge of applicable legislation;
- Knowledge of public sector accounting practices would be an asset;
- Strong organizational skills to prioritize workload and perform tasks without direct supervision;
- Ability to meet frequent deadlines with conflicting priorities;
- Demonstrated ability to exercise good judgment while performing duties and key responsibilities;
- Ability to perform and check calculations required in the production of reports and statistics;
- Strong working knowledge of computer programs such as MS Word, Excel, email;
- Knowledge of Keystone Software considered an asset;
- Demonstrated strong interpersonal skills;
- Excellent verbal and written communication skills;
- Ability to handle conflict including excellent problem-solving abilities;
- Valid and satisfactory Police Records Check.

Working Conditions and Physical Requirements

- Specific vision abilities required for this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus;
- The noise level in the office environment is usually moderate;
- Frequently encounters confrontational attitudes by members of the Public;
- Statutory procedures must be followed scrupulously;
- The work period is Monday to Friday, 9:00am to 4:30pm. Thirty-five-hour standard employment work week;
- May be required to occasionally work after hours to perform the tasks and responsibilities of the position of Finance Administrator - Expenditures.

Other

The statements contained within this job description reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-

inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.