



Financial Reporting and Accounts Payable & Receivable Finance

Revision Date: November 9th, 2018

Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The Municipality of the County of Richmond reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

Overview

The Financial Reporting and Accounts Payable & Receivable position is responsible for providing financial, administrative, payroll services and support. This includes processing and monitoring payments and expenditures and preparing/monitoring the administration of payroll. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, that staff are paid in a timely and appropriate manner and that vendors and suppliers are paid within established time limits. Monitors and manages Arena Receivables and ensures revenue is received on a timely basis.

This position reports to the Manager of Accounting and Finance/Chief Financial Officer.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Customer Service
Relationship Building
Accountability
Communication

Teamwork
Confidentiality
Honest & Trustworthy
Flexibility

Outcomes and Key Responsibilities

(See "Schedule A" for significant tasks of this position)

- 1) The incumbent is responsible for all billings related to the Municipality including but not limited to: quarterly billings for water/sewer systems, semi-annually billings for taxes, regular billings for arena, or any other billings as required.
 - Preparing billing batch in the system to print bills accurately and in its entirety
 - Ensuring all bills are printed and are complete
 - Sealing them in preparation for mail out
 - Mailing
 - Securing all billing/payables stock at competitive pricing and ensuring appropriate inventory is on hand.
 - Collections of all arena billings and any miscellaneous revenue

- 2) The incumbent completes all payroll functions;
 - Establish and maintain confidential employee files
 - Ensures employees are paid in a timely manner
 - Provide accurate payroll reporting and timely recording of salaries & benefit expenditures in the general ledger
 - Ensures all CRA rules and specifications are met and adhered to
 - Prepares regular payroll remittances along with T4's annually

- 3) The incumbent performs the day to day processing of accounts payable transactions.
 - Ensures that municipal finances are maintained in an effective, up to date and accurate manner.
 - Enters invoices into the system in batch processing and prepares cheques for signatures
 - Distributes cheques once signed to vendors

- 4) The incumbent maintains and administers various Financial Reports/ procedures for the Manager of Accounting and Finance as well as the CFO.
 - Preparation of Tax Certificates as required
 - Other reports as required

- 5) Any and all other duties as required by Manager/CFO.

Qualifications

Post-secondary education in Office Administration/Accounting

Experience in providing administrative and clerical support including managing information and accounting procedures

Excellent knowledge in computer applications with experience in Microsoft Office

Positive communication skills in working with the public

Occupational Health and Safety courses in: WHMIS, First Aid and CPR as well as other OHS training and certification as required for assigned tasks

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.