

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE: ACCOUNTING CLERK 1
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NATURE AND SCOPE OF WORK:

As an integral member of the Finance Team and reporting to the Deputy Director of Finance, the Accounting Clerk 1 duties will include cashier and customer service; providing reception and telephone relief; processing accounts payables and accounts receivables; and performing general payroll support functions.

The Accounting Clerk I must work well with other finance department staff to provide high quality customer service in all areas. The Accounting Clerk 1 must be able to multi-task and deal effectively with other departments and the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Provides cashier and customer service for transactions at the counter.
- Processes payments received in the mail or by electronic funds transfer.
- Reconciles daily cash receipts and prepares bank deposits.
- Provides back-up reception and telephone duties.
- Records property tax transactions including home owner grant applications, property tax deferrals, and payments received from mortgage companies or through electronic funds transfer.
- Supports and provides coverage for Accounts Receivable including processing miscellaneous invoices, business license applications, utility and marina billings.
- Supports and provides coverage for Accounts Payable including entering invoices and issuing cheques.
- Supports Payroll including time card entry.
- Performs other basic accounting/finance and office duties as required.

REQUIRED KNOWLEDGE AND SKILLS:

- Completion of Grade 12 and a good working knowledge of basic accounting procedures. Post-secondary education in the field of accounting is preferred.
- A minimum of two years accounting experience.
- Ability to deliver polite and effective customer service.
- Excellent organizational and communication skills and a good telephone manner.
- Competence in the use of computers in an office environment, experience with MS Word, Excel, and experience with an accounting software package.
- Ability to work both independently and as a team member.
- Ability to work well under pressure, exercise considerable independent judgment and initiative, manage multiple competing demands at once, build and maintain strong working relationships and work collaboratively in a team setting.