

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 Revenue Manager, the Accounting Clerk 1 performs a wide variety of accounting and clerical duties including cashier and customer service; reception and telephone relief; and processing accounts payable and accounts receivable.

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 counter transactions.
- 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.
- Performs accounts receivable duties, including processing miscellaneous invoices, building permits, business license applications, dog licenses, utilities and marina billings.
- Records the monthly inventory usage for materials for the Public Works Yard and reconciles the account at month-end.
- Prepares the Marina invoicing and maintains marina records.

- Prepares and updates the monthly property tax prepayment deposits and maintains property tax prepayment records.
- Performs other related 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 of accounting experience.
- Ability to deliver respectful and effective customer service, including in person, written or electronically and via telephone.
- Excellent organizational and communication skills.
- 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, initiative and discretion, manage multiple competing demands simultaneously, build and maintain strong working relationships, and work collaboratively in a team setting.