

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE: ACCOUNTING CLERK 1 - Casual

NATURE AND SCOPE OF WORK:

As an integral member of the Finance Team and reporting to the Revenue Manager, the Accounting Clerk 1 - Casual performs a wide variety of accounting and clerical duties. With an emphasis on providing effective customer service in-person, electronically and by telephone, the Accounting Clerk 1 – Casual also assists with processing accounts payable and accounts receivable as needed

The Accounting Clerk I - Casual must work well with other finance department staff to provide high-quality customer service in all areas. The Accounting Clerk 1 - Casual 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, 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.
- Supports and provides coverage for the Accounting Clerk I (Accounts Receivable). Some examples include but are not limited to preparing and reconciling transit related invoices, petty cash, and maintaining records for the municipal marina.

- Supports and provides coverage for the Accounting Clerk I (Utility Clerk). Some examples include but are not limited to preparing damage deposits, preparing miscellaneous invoices, and assisting residents with utility inquiries.
- 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.