

TOWN OF COMOX
CLASS SPECIFICATION

CLASS TITLE: ACCOUNTING CLERK 1 – Student
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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 - Student 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 I – Student also provides support for accounts receivable.

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

TYPICAL DUTIES AND RESPONSIBILITIES:

- Provides customer service for finance department transactions and inquiries.
- Processes payments received in the mail or by electronic funds transfer.
- Reconciles daily cash receipts, prepares bank deposits and delivers to the bank.
- Provides customer service assistance for general inquiries, when necessary.
- Records property tax transactions and payments received from mortgage companies or through electronic funds transfer.
- Processes Accounts Receivable transactions including miscellaneous invoices, building permits, business license applications, dog licenses, utilities and marina billings.
- Assists with finance projects as required.

- 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. Continuing post-secondary education in the field of accounting is preferred.

- Ability to deliver professional, effective customer service in-person, electronically and by telephone.
- Excellent organizational and communication skills.
- Competence in the use of office equipment (i.e. POS system, scanner, photocopiers, ect.) in an office environment, experience with MS Word, Excel, and experience with an accounting software package, such as Amiga.
- 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.
- An innovative nature and willingness to implement and adopt change.