



TOWNSHIP OF NORTH STORMONT

Work Description

Position Title: Accounts Payable Clerk
Supervisor: Director of Finance / Treasurer

POSITION SUMMARY

The Accounts Payable Clerk provides accurate and timely accounting services, with a primary responsibility for processing all accounts payable transactions. In addition, the Accounts Payable Clerk provides administrative support and clerical services, as well as reception services to vendors and the public.

RESPONSIBILITIES

- 1) Prepares, verifies, and processes the accounts payable listing on a weekly/bi-weekly basis
- 2) Ensures all invoices are approved by the applicable Department Head and invoices are coded with correct GL expense account number
- 3) Prepares and distributes monthly/quarterly variance reports to ensure that expenditures are within budget, and in compliance with Council policies
- 4) Records prepaids, and conducts yearly reconciliations of all payable and applicable A/R accounts (Flow Thru)
- 5) Records and adjusts entries in the Township's General Ledger
- 6) Remits re-occurring payments to vendors / suppliers; resolves purchase order, contract, invoice or payment discrepancies and documentation; and records
- 7) Manages Electric Fund Transfer (EFT) applications, updates and verifies vendor account information regularly
- 8) Reconciles and ensures Township accounts are in good standing, including all utility accounts and credit cards
- 9) Supports the Finance Department and provides all items and records as requested by the municipal auditors during the interim and year end audit
- 10) Performs a variety of accounting functions, such as recording changes of ownership for Water & Sewer, Property Tax accounts and entering mortgage information for tax payments
- 11) Updates and verifies databases and filing systems (e.g., the Ontario Municipal Records Management System, etc.)

- 12) Performs a variety of clerical services. Receives, sorts, and distributes mail, messages, and courier deliveries; scans / photocopies documents; and prepares various documents and correspondences, as required.
- 13) Undertake special projects and perform other duties as may be assigned in accordance with corporate objectives.

QUALIFICATIONS

- Diploma in Accounting or Bookkeeping, and two years' experience in accounting functions; or an equivalent combination of education and experience
- Demonstrated knowledge and skills regarding personal computers, data entry, software programs, and corporate records management systems
- Knowledge of VADIM Software an asset
- Strong analytical and organizational skills
- High level of confidentiality, and strong interpersonal communications and customer service skills
- Ability to work in both English and French (verbal and written), preferred

WORKING CONDITIONS

The work is performed in an office environment. There is a constant requirement to respond to numerous requests for subject matter information from the Director of Finance / Treasurer, and to enquires from external clients, often involving high-priority issues, short deadlines, concurrent demands and changing priorities, which may result in personal stress and frustration.

There is also a risk of eyestrain from exposure to the glare from a computer screen, and of general body stiffness from the requirement to remain in a seated position for extended periods of time.

Normal hours of work are 35 hours per week, Monday to Friday.

COMPENSATION

Class G \$39,784 to \$53,818 annual salary (based on 2020 Salary Grid), full benefit package and enrollment in the OMERS pension plan.

The Township of North Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please let us know if you require any accommodations.