

**Corporation of the Town of Lakeshore
Temporary Employment Opportunity
Internal CUPE posting**

Position: Temporary Full Time Accounting Clerk, up to 12 Months (cover Maternity Leave)

Salary: \$28.97 to \$31.31, CUPE (Jan 2017 rates)

Reports to: Manager of Accounting Services

Purpose of Position:

Carry out a variety of accounting duties including maintenance of payroll, posting and issuing cheques for accounts payable, general accounting and reconciling and other duties as assigned.

Qualifications:

- Grade 12 plus a 2 year diploma in accounting or finance is required.
- Over two and one half years (2 ½) to three (3) years' experience in a computerized accounting environment.
- Must have accounting and payroll experience.
- Or an equivalent combination of education and experience.

Knowledge:

- Significant knowledge of accounting methods and practices and detailed knowledge of the interaction of the accounts with the general ledger is requested for the accounts payable functions of the position.
- Significant knowledge of accounting methods and practices and detailed knowledge of general ledgers and the interaction of the accounts and activities with the general ledger are required for the general accounting functions of the position.
- Knowledge of accounting methods and practices and knowledge of the interaction of the accounts with the general ledger is required for the payroll and accounts payable functions of the position.
- Knowledge of the Employment Standards Act, employer required deductions and the union contracts as they relate to payroll issues.
- Must have knowledge of computer programs related to finance, accounting and payroll functions.
- Must have knowledge of Microsoft Office Suite (Works, Outlook and Excel at an intermediate to advance skill level.
- Must have demonstrated mathematical, analytical and communication skills.
- Must possess advanced accounting skills.

Physical Skill and Effort:

- Manual dexterity to operate a personal a personal computer.
- Must be in good overall health, otherwise no physical skills required.

Major Responsibilities:

- a) In the area of general accounting, the individual will be responsible for the following:
- Assist in the maintenance of all financial records for the Town.
 - Assist in accounting functions, including account analysis, preparing and posting necessary journal entries in completing monthly reports, year-end reports and other reports as required.
 - Reconciliation of sub-ledgers to control accounts.
 - Completion of monthly bank reconciliation and record necessary adjustments as required.
 - Preparation and reconciliation of monthly HST returns.
 - Carries out other related duties as assigned
- b) In the area of payroll, the individual will be responsible for the following:
- Receive and input into the payroll system all payroll information for payroll processing.
 - Follow up to resolve missing or incomplete information and refer unresolved issued to supervisor/management.
 - Create, process and balance all payrolls on an ongoing basis, including generation of payroll reports.
 - Verify accounting treatment, recoveries and allocations and reconcile payroll deduction accounts monthly or as required.
 - Preparation of cyclical and annual reporting including T4's, E.H.T., W.S.I.B. etc.
 - Preparation of cheque requisitions for monthly payments for W.S.I.B., union dues etc.
 - Calculation of sick leave payments and vacation payouts.
 - Request record of employment forms.
 - Distribution of pay slips.
 - Other duties as assigned.
- c) In the area of accounts payable, the individual will be responsible for the following:
- Receive, stamp and distribute accounts payable invoices for approval.
 - Match approved invoices to supporting documentation and follow up with department where there is insufficient supporting documents.
 - Verify accounting treatment, recoveries/discounts and commodity taxes.
 - Input supported invoices into the accounts payable system in the computer, taking advantage of any discounts available.
 - Preparation and mailing of cheques, which includes any attachments.
 - Scanning and filing of invoices and supporting documentation.
 - Reconciliation of supplier statements to invoices.
 - Reconciliation of the accounts payable subledger to the general ledger.
 - Provide AP related information to internal departments, vendors and the public. Circulate each cheque run listing to Council and senior management team.
 - Other duties as assigned.
- d) In the area of finance, the individual will be responsible for the following:
- Prepare reports periodically and as required regarding the status of their prime area of responsibility.

- Assist in the preparation of working papers to support the balances in the general ledger as required.
- May be required to assist in the preparation of the Town budget, providing required analysis of accounts as requested.
- May be required to assist in the preparation of periodic variance reports available for distribution to departments.

Decision Making and Judgement:

- Work is performed under the general direction of the Manager Accounting Services with access to the municipal policies, procedures, bylaws and regulations as well as other department heads for advice and guidance in the performance of duties.
- Judgment is exercised in the timing of when to ask for assistance and in the logic used in reconciling accounts.

Interpersonal Skills and Contacts:

Interpersonal skill to liaise with management.

Internal

With Manager Accounting Services to ensure timetable of work responsibilities meets with the requirements of other departments and to co-ordinate information needs in general.

With internal staff regarding inquiries related to payroll, requisition supplies and services, and to obtain and provide information as necessary.

External

To handle any questions from the public regarding status of account.

To handle general enquiries and requests for payment from the public.

Working Conditions:

Environment: Works within an office environment Monday to Friday 8:30 a.m. to 4:30 p.m. (35 hours per week)

Control Over Work Schedule

Occasionally required to work beyond normal working hours to meet deadlines.

This position is being posted under the provisions of the Collective Agreement between C.U.P.E. Local 702.4 and the Town of Lakeshore. Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to lgranger@lakeshore.ca no later than 4:30 p.m. on Tuesday, May 23, 2017 clearly indicating Temporary placement for Accounting Clerk in the subject line.

Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request