



Job Description

Accounting Clerk

Job Title: Accounting Clerk – Cash Receipts/Accounts Payable
Department: Corporate Services
Reports to: Finance Manager

General Accountability:

This full time permanent position is responsible for providing clerical and administrative support to Corporate Services in the accounts payable and cash receipts area.

Essential Duties and Responsibilities:

- Reconcile cash receipts and makes bank deposits on a daily basis ensuring cash receipts have been properly entered prior to posting.
- Sort and match accounts payable invoices, substantiating business transactions, ensuring that purchase orders are matched to invoices or otherwise authorized prior to posting.
- Complete coding of accounts payable invoices. Post transactions to Dynamics &/or Worktech computer systems.
- Reconcile vendor statements with County records working with suppliers to obtain missing invoices.
- Review computer printouts for coding and posting errors, makes corrections as required.
- Sets up Work Orders and issues purchase orders.
- Run cheques and EFT's in the absence of the Accounts Payable Clerk.
- Complete journal entries.
- Assist in maintaining a current and accurate filing system.
- Maintain petty cash.
- Reconcile sub-ledgers to general ledger as required.
- Assist with yearend working paper files.
- Perform other duties as assigned from time to time.

Qualifications/Education and/or Experience:

- High School Diploma and a certificate from a school of accounting/business.
- Must have at least 5 years' experience within an accounts payable environment.
- Preference given to those who have experience with posting and balancing cash receipts and issuing and collecting accounts receivable invoices.
- Proficiency with Microsoft office products. Experience with Great Plains Dynamics & Worktech software would be considered an asset.
- Must possess accurate data input skills and be detail oriented.

- Strong interpersonal and organizational skills with proven ability to work in a team environment.
- Must possess good written and oral communication skills.

Physical Demands:

- The physical demands of this job include those associated with working in an office setting using computers and associated technologies (such as photocopiers and printers).
- There will be some lifting, carrying, bending, reaching, keyboarding and extended periods of time in front of computer monitors.