

POSITION: Payables / Payroll Clerk

REPORTING RELATIONSHIP: Reports to the CFO/ Treasurer.

PURPOSE OF POSITION:

- To assist the CFO/Treasurer in the fulfillment of his/her statutory duties.
- To assist in the administration and operation of the Municipal office.

SCOPE OF POSITION:

- Works in accordance with the accounting and administrative policies and practices in the Municipality and according to the provisions of The Municipal Act, The Municipal Affairs Act and other acts of the Legislature.
- Expected to organize work, discuss priorities with the CFO/Treasurer.

RESPONSIBILITIES: (see schedule "A" for further details)

- To assist the CFO/Treasurer in his/her statutory duties including ongoing municipal operations.
- To assist and/or act as replacement for other office staff as required.
- To administer special projects as assigned by the CFO/Treasurer.
- Other duties assigned by CFO/Treasurer.

WORKING CONDITIONS:

- Usual public office conditions. Work is subject to hectic peak periods and to deadlines.
- Usual hours of work are 8:30 a.m. to 4:30 p.m. (1-hour lunch) for days worked.

WORKING RELATIONSHIPS:

- With CFO/Treasurer - Receive guidance, instruction, and assignment of non-routine tasks.
- With Municipal Staff - Usual co-operation and courtesy.
- With the Public - Provide information; collect taxes, fines and fees; issue various permits; and maintain a tactful relationship.

KNOWLEDGE AND SKILL:

- Good knowledge of municipal accounting, computers, clerical skills and organizational skills.
- Working experience in a public office.
- Good public relation skills and ability to exercise diplomacy.

IMPACT OF ERROR:

- Clerical and accounting errors would require additional time to trace and correct.
- Providing inaccurate information to the public would result in confusion, public annoyance, and potential serious problems.

CONTROL:

- General supervision from CFO/Treasurer.

Schedule "A"

Specific job duties

Accounts payable

- Prepare general vouchers including determining account numbers and supplier numbers bi-monthly for Treasurer's approval.
- Pay invoices and mail out cheques.
- Pay vouchers for all departments, including assisting other depts. with their vouchers when necessary.

Payroll

- Ensures that all onboarding paperwork and computer entries for new employees is completed.
- Calculates and issues employee payroll cheques for signing bi-weekly.
- Calculates and issues council payroll cheques for signing monthly.
- Prepares and submits bank payroll e-transfer
- Balances payroll monthly.
- Calculates and remits monthly and bi-monthly remittances (i.e. C.P.P., E.I., Income Tax, W.C.B., Health Tax, RRSP, OMERS, and Group Benefits)
- Group Benefits and OMERS Coordinator
- Balances Payroll at year end and prepares for the T-4's.
- Completes annual payroll reports and remits.
- Prepares record of employment forms when required.

Write Offs, Supplemental Tax Billing and Payments in Lieu (PIL)

- Receive information from MPAC.
- Make necessary adjustments to tax accounts.
- Bill out changes.
- Prepare letters to go with billing and mail out information.
- Prepare PIL documents

Other Duties

- Enter Journal entries for the Treasurer
- Prepares misc. reports required by the Treasurer
- Enter all misc. monthly direct entries (loan payments, rents, direct tax pmts. etc.)
- Help to prepare for audit annually
- Assist the Customer Service / Receivable Clerk position as necessary
- Assigned Committee work

And other duties as assigned.