



## CITY OF COLWOOD

### JOB DESCRIPTION

**TITLE:** ACCOUNTING CLERK I  
**DEPARTMENT:** FINANCE  
**POSITION TYPE:** FULL-TIME PERMANENT UNION POSITION  
**PAY GRADE:** PAY GRADE 9  
**LAST UPDATED:** UNDER REVIEW - JULY 2021

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#### **NATURE AND SCOPE OF WORK**

Reporting to the Manager of Finance, the Accounting Clerk I performs accounting and clerical work of moderate complexity and responsibility within the City's Finance Department. The Accounting Clerk I is responsible for activities such as the processing of accounts payable and accounts receivable, reconciling and posting cash receipt batches, and assisting with the property taxation function. In addition, the incumbent performs a variety of reconciliations, provides information to the public and other staff, works directly with staff and Department Managers to ensure approvals are in place, and ensures that purchasing and revenue policies and controls are met. Independence of judgement is exercised in many aspects of the work; however, difficult or unusual problems are referred to the Senior Accountant, Manager of Finance or Director of Finance. Accuracy is essential in this role as errors may cause considerable delays in balancing or inaccurate reporting of financial information. Working within a collaborative team-based environment, the incumbent may provide support and and/or back up services to other positions within the Finance department and the broader City, as assigned.

#### **GENERAL DUTIES AND RESPONSIBILITIES**

1. Consistently and proactively ensures that the City of Colwood finance related Bylaws, statutory requirements and procedures are followed where applicable.
2. Consistently and proactively seeks to ensure that customers inside and outside the organization are treated fairly, promptly, effectively and positively. This will include personal service at the front counter, by phone, wherever business is being conducted and when using written communication. For example, providing information to the public on property taxes and assessments.
3. Provides timely, accurate, and complete financial information required by individual departments, if available.
4. Resolutely and proactively pursue the City's objective of cost-effective municipal government and be ready to consider any changes that will assist in achieving this goal. For example, recommend changes to be made to accounts payable computer programs.
5. Consistently and proactively seek to participate in improving the efficiency, quality and effectiveness of the team.
6. Collaborates in a positive way with other staff, as demonstrated by the management team, in recognizing and dealing with potential improvements to the way work processes are done.



7. Maintains strict confidentiality of private information.
8. Remains prepared in the event of a declaration of a state of local emergency by the City of Colwood or a neighbouring municipality, and after ensuring the safety of family and property, to report to the Emergency Operation Centre and assist with the implementation of the Emergency Plan.
9. May be requested to substitute in a more senior position.
10. Gathers, prepares and enters various financial records as directed.
11. Creates and prepares electronic forms for data input and collection of information.
12. Maintains internal control over and ensure compliance of records following established financial policies and procedures.
13. Prepares and runs statistical reports as required according to prescribed standard procedures.
14. Performs basic internal audit duties as directed.
15. Assists with five-year financial plan and year end procedures as required.
16. Carries out filing of finance related records and documents.
17. Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to communicate effectively verbally and in writing.
2. Knowledge of basic accounting principles.
3. Ability to carry out established accounting and/or auditing procedures.
4. Skilled in the use of calculators, computers and appropriate application software, including current office productivity software.
5. Fast and accurate data entry skills.
6. Ability to sustain concentrated attention to detail to perform duties with a high degree of accuracy.
7. Strong clerical, organizational and time management skills.
8. Ability to maintain the confidentiality of matters as required.
9. Ability to learn tasks readily and adhere to prescribed routines and deadlines.
10. Ability to establish and maintain effective working relationships with Municipal Officials, other employees and the general public.
11. Demonstrated understanding and successful application of the following competencies:
  - a. Adaptability: Willingness to be flexible in a changing environment.
  - b. Relationship Building: Establishes and maintains respectful and cooperative working relationships.
  - c. Effective Communication: Communicates effectively with others.
  - d. Problem Solving: Recognizes and acts to resolve problems.
  - e. Organisation: Organizes the work so that others will understand it and will be able to achieve the City's goals.
  - f. Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
  - g. Customer Focus: Provides excellent service to both internal and external customers.
  - h. Personal insight and rapport: demonstrates Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, demonstrates courage to do what is right.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

1. Completion of a recognized bookkeeping and/or general accounting training program.
2. A minimum of one year of practical general accounting support experience preferably in a municipal accounting environment; property taxation and payroll experience are strong assets.



3. Demonstrated experience working within a computerized accounting software environment; experience with Great Plains and Tempest software is a strong asset.
4. Valid Class BC 5 driver's licence is a highly preferred asset to facilitate bank deposits.