

**TOWNSHIP OF SCHREIBER  
JOB DESCRIPTION**

**JOB TITLE:** ACCOUNTING CLERK 1  
**DEPARTMENT:** MUNICIPAL OFFICE  
**SUPERVISOR:** TREASURER/DEPUTY CLERK  
**GROUP:** UNION; FULL TIME  
**LAST REVIEWED:**

**QUALIFICATIONS:**

- High school graduation with additional training in accounting and computer skills and in business communications.
- Four years previous experience in an accounting/financial services position.

**SCOPE:**

- Assist internal and external customers with queries.
- Follow standard office and bookkeeping practices, municipal administrative policies, department operation policies and procedures.
- Work with supervisor to generate monthly reports.
- Work is monitored by the supervisor through review and approval of reports and documents prior to distribution.
- Advice and direction with regard to accounting codes and procedures is available from supervisor.
- Respond to requests for supplies and materials. Hear and discuss issues with staff regarding municipal policies and procedures.
- Reception and office duties.
- Ontario Gaming Control Commission - lotteries branch.
- Ministry of Revenue - G.S.T. inquiries.
- Maintain work area in an organized fashion.

## **DUTIES/RESPONSIBILITIES:**

1. Distribute monthly G/L reports to appropriate departments.
2. Main responsibility for A/R process, in accordance with Township policies and procedures.
3. Calculate charge back for support services and accounts receivable. Complete and forward standard invoice forms on a regular basis to bill organizations and groups. Record allocation of payments received, issue receipts for photocopies, fax charges, snow removal, public works, cost recoverable, medical centre, miscellaneous engineering cost recoverable, rent.
4. Apply penalty charges to utility billings and taxes.
5. Issue monthly reminder notices.
6. Prepare month end procedures for supervisor's approval for accounts receivable, accounts payable, general ledger, G.S.T., utilities, taxes.
7. Complete for supervisor's approval G.S.T. monthly reports.
8. Prepare and distribute monthly building permit report and summary annual report.
9. Prepare monthly disbursement report for Council.
10. Accept and process cash receipts.
11. Carry out general office, clerical and accounting duties.
12. Maintain record management system for administration office files and retrieve data and documents as requested.
13. Maintain confidentiality regarding job applications, payroll information and employee information, as per the guidelines in Policy Statement G-2001-12. Cooperate with the Clerk in matters relating to Freedom of Information and Protection of Privacy Act.
14. Respond to telephone and counter queries and requests from the public. Advise appropriate department of complaints.
15. Administer all aspects of lottery licensing.
16. Balance general ledger balance sheet accounts on a monthly basis. Prepare audit year end schedules, as per Schedule A, attached hereto and forming part of this job description.
17. Process utility billing on a monthly basis. Arrange for water connections and water shutoffs, as per policy F-1995-3.
18. Additional responsibility in absence of other municipal staff.
16. Other duties as may be assigned.

## **PHYSICAL DEMANDS**

Daily routine requires sitting for long periods of time in front of computer, which may cause eye strain, neck and shoulder tension, and aggravation of hand and wrist muscles and tendons.

Daily routine requires lifting/carrying of boxes, mail and parcels with weights of up to forty pounds.

## **MENTAL AND VISUAL DEMANDS**

Daily routine requires concentration for up to three hours at a time.

Frequent inquiries from internal/external customers may interrupt attention span.

## **WORKING ENVIRONMENT**

- Hours of work as per the union agreement.
- Occasional requirement for overnight travel to attend training courses or conferences.
- All additional hours are compensated.
- Spends 100% of work day indoors in a shared work space with exposure to interruptive noise.

## **HAZARDS**

- Irregularly exposed to hazard of chemical substances when servicing photocopier.
- Potential physical and mental distress from customers.
- Potential exposure to workplace hazards as per OSHA regulations.

**SCHEDULE A  
YEAR END AUDIT SCHEDULES**

The Accounting Clerk 1 is responsible for the preparation of the following year end audit schedules:

A/P – Other

A/P – Trade

A/R – GST

A/R – Medical Centre Rent

A/R – Miscellaneous

A/R – Parks and Recreation

A/R – Water and Sewer (Miscellaneous Accounts)

Cost Recoverable

Revenue – Medical Centre Rent

Revenue – Miscellaneous

Revenue – P.O.A.

Revenue – Prepaid Water and Sewer Charges

Revenue – Water and Sewer (4 Accounts)