



NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

JOB DESCRIPTION

Position: Accounting Clerk

Position Purpose:

Responsible for a variety of accounting functions related to Accounts Payable, Accounts Receivable, Payroll and cash management.

Date of Last Revision: September, 2018

Position Reports To: Director, Corporate Services

Position Mandate for: Accounting Clerk

Management/Leadership

- Provide input to the Director, Corporate Services regarding accounts payable, accounts receivable, cash management and payroll, while monitoring compliance with policies and procedures, legislative requirements; submits recommendations to the Director regarding corrective/remedial action and new/revised policies.
- Assist the General Accountant with analysis and reports relevant to responsibilities.

Technical

- Coordinate the implementation of accounts payable, accounts receivable, payroll and cash management with customers and staff.
- Assist with payroll year end reconciliations and associated reporting requirements including, but not limited to, T4's, T4A's, and Summaries; WSIB, EHT, OMERS pension reports of earnings.
- Responsible for payments of pensions and employee benefits.
- Implementation of full-cycle payroll including but not limited to processing salary and benefit adjustments, and miscellaneous withholdings along with per diems for Board of Directors.
- Provide technical input to the Director regarding operating procedures and standards related to accounts payable, accounts receivable, payroll and cash management; initiation of corrective action as required; submission of progress and final reports to the Director.
- Implement daily, weekly, monthly, accounts receivable transactions/procedures, including, but not limited to: preparation of invoices and receipts; matching remittances with accounts receivables; reconciliation of accounts receivable to general ledger.
- Implements daily, weekly, monthly, accounts payable transactions/procedures, purchase order control, accounting data entry and e-filing, including but not limited to: processing invoices, processing cheques payable, filing and reconciliation of accounts payable to the general ledger.
- Implement daily, weekly, monthly, cash receipts transactions/procedures according to established policies, including but not limited to: credit card management; petty cash management; processing receipts; maintenance and reconciliation of cash register; reconciliation of deposits and accounts receivable to general ledger.
- Implement accounting data entry and electronic file management of accounts payable and accounts receivable; i.e., coding appropriate budget revenues and HST accounts; Sage 300 Sub-ledger, batching and reconciliation.
- Ensure accuracy of records within scope of responsibility.
- Implement cash collections according to established policies.

Communications/Representation

- Represents the Conservation Authority with customers and staff regarding accounts receivable.
- Follow-up on feedback and/or complaints covering the delivery of services by the section.
- Liaises with regulatory officials at the federal, provincial and municipal levels as required.
- Participate in Committees/Task Forces as assigned by the Director.

Knowledge/Skills Requirements

| <i>Knowledge and Skills</i> | <i>Basic Competency</i> | <i>Int. Competency</i> | <i>Adv. Competency</i> |
|---|-------------------------|------------------------|------------------------|
| 1.0 Technical Knowledge and Skills | | | |
| 1.1 Education: College Diploma (2 yrs.) in Accounting or equivalent education | ✓ | | |
| 1.2 Experience: 5 years directly related | ✓ | | |
| 1.3 TECHNICAL KNOWLEDGE IN SPECIFIC DISCIPLINES/AREAS INCLUDING: | | | |
| - Content details, Conservation Authority Business Plan | ✓ | | |
| - Consistent, numerical accuracy in all functions while maintaining high level of productivity | | | ✓ |
| - Content details, accounts receivable functions; i.e. controls, processing cash receipts, reconciliation of Accounts Receivable to General Ledger, etc. | | | ✓ |
| - Content details, accounts payable functions (i.e. purchase order control, invoicing, processing cheques payable, reconciliation of Accounts Payable to General Ledger, etc.) | | | ✓ |
| - Content details of payroll administration; file transmissions; annual reconciliations; ROE's; legislative requirements for source deductions | | | ✓ |
| - Content details of current benefit costs and consequent payables | | ✓ | |
| - Content details, operating procedures, work methods and standards for own Section of the Finance Department | | | ✓ |
| - Up-to-date techniques and practise of accounting and banking procedures | | | ✓ |
| - Content details of cash management, operating procedure, work methods and standards | | | ✓ |
| - Content details, related federal and provincial regulation/legislations | | ✓ | |
| 1.4 Knowledge of sources of information for each of the above disciplines; ability to research information from appropriate sources | | ✓ | |
| 1.5 Ability to develop and maintain technical/professional contacts with counterparts in Conservation Authorities and the municipal field as well as provincial and federal government representatives, community groups/associations, special interest groups and public/private sector sponsors | | ✓ | |
| 2.0 Knowledge of Conservation Authority Operations and Administration | | | |
| 2.1 Familiarization with the technical terms, functions, activities and key contacts for each of the Departments/Functions in the Conservation Authority: | | | |

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|--|-------------------------|------------------------|------------------------|
| - Office of the CAO & Communications | | ✓ | |
| - Land, Education & Stewardship Services | | ✓ | |
| - Watershed Management (Planning, Monitoring and Engineering) | | ✓ | |
| - Corporate Services (Finance, Administration, Human Resources) | | ✓ | |
| - Corporate Services (GIS/IT) | | ✓ | |
| 3.0 Public and Customer Contact Skills | | | |
| 3.1 General knowledge of the services offered/provided to customers/clients and stakeholders by the various departments in the Authority | | ✓ | |
| 3.2 Familiarization, "key players" (e.g., representatives of community associations, special interest groups, etc.) | ✓ | | |
| 3.3 Customer contact skills (e.g., telephone answering, public and private sponsors, "customer-centered" problem-solving, etc.) | | | ✓ |
| 3.4 Full appreciation of "how the Conservation Authority works" (i.e., key functions/sub-functions, work process/flow within and between Depts., Board/Authority Staff interaction, important players and their roles, financial implications/sensitivities, public education and awareness efforts, etc.) | | ✓ | |
| 4.0 Management Skills | | | |
| 4.1 Ability to evaluate specific work situations and to decide appropriate action based upon decision-making principles and sound judgment (i.e., distinguishing between facts and perceptions, anticipating consequences, maintaining overall corporate perspective, etc.) | | | ✓ |
| 4.2 Task management skills (planning, organizing, controlling) as applied to own work, the work of subordinates and outsourced professionals/technicians | | | ✓ |
| 4.3 People management skills (work direction and follow-up, coaching/counseling, performance appraisal, etc.) | ✓ | | |
| 4.4 Coordinating skills, i.e., obtaining inputs/participation of other Depts. and counterparts in other municipalities while making effective use of their time and resources | | ✓ | |
| 4.5 Project management capability, including knowledge of relevant techniques (e.g., Project Evaluation & Review Techniques, Critical Path Methodology, etc.) | ✓ | | |

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| 4.6 Working knowledge of strategic planning processes and techniques including goal setting, work planning, integrated budgeting, monitoring performance against Strategic Plan, etc. | ✓ | | |
| 4.7 Leadership skills in motivating/directing the work of others (subordinates, co-workers, contractors/suppliers), e.g., leading by example and/or technical competence | ✓ | | |
| 4.8 Working knowledge of effective training techniques and the ability to apply them in training/developing subordinates, co-workers | ✓ | | |
| 4.9 Change management skills (e.g., understanding of the need for change, consideration of various change strategies/approaches, selection of the optimum change approach, anticipation of changes, effective response to changes, etc.) | | | ✓ |
| 4.10 Motivated to learn or advance own expertise, demonstrating flexibility in continuous learning and identifying and acting on opportunities to increase the value of own role | | | ✓ |
| 5.0 Support Skills | | | |
| 5.1 Effective in written communications (concise, to the point, well organized, etc.): | | | |
| - correspondence, letters, memo, short reports | | ✓ | |
| - medium-size to major reports, based on thorough staff work | ✓ | | |
| 5.2 Effective in oral communications (concise, articulate, persuasive, etc.): | | | |
| - one-on-one, small group settings | | | ✓ |
| - large group presentation settings | ✓ | | |
| 5.3 Ability to grasp problem essentials quickly and to identify cause-effect relationships; ability to anticipate/identify problems and propose solution alternatives | | ✓ | |
| 5.4 Interpersonal skills and the ability to apply them in contacts with subordinates, co-workers, suppliers/contractors, and Full Authority: | | | |
| - Empathetic listening | | ✓ | |
| - Realization of impact of own behaviours or others | | ✓ | |
| - Objective rather than judgmental feedback | | ✓ | |
| 5.5 Ability to represent the Authority effectively in contacts with government officials, community associations, special interest groups, developers, suppliers, contractors, general public, the media, etc. | | ✓ | |

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| 5.6 Negotiating skills (i.e., ability to evaluate trade-offs and reach agreements reflecting a win-win situation for the Authority and the parties concerned; and, if applicable, ability to clearly identify pertinent contract terms and conditions) | | ✓ | |
| 5.7 Conflict management/resolution skills (i.e., ability to arbitrate/mediate differences of opinion among senior managers, staff, various stakeholders, etc.) | | ✓ | |
| 5.8 Ability to handle/cope with on-the-job stress (i.e., simultaneous handling of "hot files", ambiguities/"grey" areas, conflicting views among senior Authority Staff and/or Board Members, changing priorities, after-hours work, etc.) | | | ✓ |
| 5.9 Ability to handle confidential information; familiarity with procedures to secure such information in the file/data system of the Conservation Authority | | | ✓ |
| 5.10 Computer literacy (i.e., working knowledge of PCs, internet, other office automation including hardware, software and networking) | | ✓ | |

Factors in the Work Environment

Degree of interaction definitions: High = >70% of the time; Medium = >50% of the time;
Fair = <50% of the time

- A HIGH degree of confidentiality and discretion is required.
- The position has a MEDIUM degree of impact of errors.
- The position reports to the Director, Corporate Services and is privy to payroll information as required by the Director.
- The position has a FAIR amount of interaction with staff and the public.
- Regular hours of employment are 8:30 a.m. to 4:30 p.m. Monday to Friday; however, work outside of these hours may be required.
- Position is based in the John Hix Administration Building.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, the employee is regularly required to sit, talk and hear, and stand, walk and reach with hands and arms.
- The employee occasionally is required to use hands for manual dexterity.
- The employee is occasionally required to climb or balance and stoop, kneel and crouch.
- The employee must be able to occasionally lift and/or move up to 25 pounds.
- A high level of concentration is required for the major portion of the day.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually light.
- Travel is normally not required.