



**The Township of Madoc**  
**Position Description**

<b>Position Title:</b> Accounting Clerk/Administrative Assistant	<b>Reports to:</b> Clerk/Treasurer/Administrator
<b>Direct Reports:</b> None	<b>Effective Date:</b> July 26, 2018

**Scope of Position:**

Provides a complete range of accounting services to the Township including Accounts Payable, Cash Receipts, and Accounts Receivable. In addition, this position provides administrative support to the Clerk/Treasurer/Administrator, Fire Chief, Road Superintendent and Chief Building Official.

**Functional Responsibilities:**

**Accounting Clerk:**

1. Receives invoices and obtains appropriate approvals, accurately entering data into the accounting data base to ensure the timely process of all Accounts Payable.
2. Issue payments and distribute to vendors and suppliers to meet payment terms and conditions.
3. Liaise with vendors and suppliers as required to resolve invoice discrepancies.
4. Receive payments, including property taxes, and process through the Accounts Receivable modules. Ensures receipts are issued as required.
5. Act as first point of contact for customer inquiries including account discrepancies; refers customers to the appropriate department for resolution.
6. Process billings and create invoices in the Accounts Receivable systems.
7. Prepare and distribute departmental and committee reports as directed by the Clerk/Treasurer/Administrator.

**Clerical:**

1. Performs general office activities for the day to day Municipal business including, but not limited to, telephone, reception, processing mail, typing correspondence, maintaining spreadsheets, photocopying, maintenance of general office filing systems and standard office equipment.
2. Processes Recreation Centre bookings, including updating calendars, ensuring payments, and notifying the Head Bartender, and mailing rental contracts.
3. Assists the Clerk in preparing agendas and minutes for Council and Committee meetings.

4. Provides clerical support to the Fire Chief, Working Roads Supervisor and the Chief Building Official as approved by the Clerk/Treasurer/Administrator.
5. Responsible for maintenance of files and materials in relation to the Township Records Retention Bylaw.
6. Responsible for administering and issuing of dog licenses, payments and maintenance of accurate records.
7. Maintains office supply inventory.
8. Responsible for processing of 911 signage including processing requests, preparing measurements and mapping for the Roads Superintendent.

Undertakes other duties as assigned.

**Qualifications:**

1. Post secondary education in office administration or related field.
2. Minimum 2 years related experience in an Accounting and office setting, preferably Municipal.
3. Excellent understanding of financial policies and procedures and general accounting practices.
4. Exceptional organizational skills with the ability to prioritize when dealing with multiple tasks and deadlines.
5. Demonstrated ability to display diplomacy and professional demeanor when interacting with public and other staff.
6. Ability to work independently with minimal supervision.
7. Proficient in the use of Microsoft Office applications including Word and Excel, computerized accounting software and internet search engines as well as general office equipment.
8. Ability to apply discretion and good judgment when dealing with confidential and sensitive issues and situations.

**Working Relationships:**

1. Contacts within the work unit are primarily with the Clerk/Treasurer/Administrator, all departments and township staff/volunteers, Senior Management and Municipal Council for the purpose of obtaining and sharing information to complete work assignments.

2. **With Public**

Provides information while ensuring polite and tactful relations. Provides information regarding Township services and policies as requested or redirects the inquiry to the proper staff for response. Receives and responds to requests, feedback, complaints etc., in a timely manner. Receives payments and provides receipts.

**Physical Skill and Effort:**

Some minor manual labor required in relation to moving, lifting weights (up to 20 lbs) and restocking supplies. Frequent periods of short duration of concentration with many disruptions. Visual and mental concentration with respect to visual display terminal. The coordination of fine motor skills is required when operating normal office equipment (computer, calculator, photocopier, shredder, telephone, fax etc.).

**Decision Making/Judgement:**

Work is performed under the direction of the Clerk/Treasurer/Administrator.

The employee follows established practices to perform generally repetitive duties and work activities; judgement, reasoning and problem-solving minor in nature in order to complete workload when the task has been defined. The employee notifies a higher authority of operational problems or issues as necessary.

Problems to be addressed are somewhat routine and typically can be answered from existing policies and procedures. Errors are usually quickly detected and can be corrected. Errors in judgment may result in a minor loss of time or resources and could cause embarrassment to the Township and inconvenience to the public.

**Working Conditions:**

Usual public office with minimal direct exposure to disagreeable environmental elements. Work is usually undertaken in an office environment in surroundings that are generally comfortable with little chance of exposure to injury or disagreeable elements. Work generally has a low risk of injury. The noise level in the work environment is usually moderately quiet.

Work is primarily self-directed or assigned as broad objectives and goals, in accordance with Corporate directives and policies.

Usual hours of work are 35 hours per week. This position may require some after-hour attendance at meetings. Some traveling required for meetings

*I have read the job description outlined above and understand the requirements and responsibilities of my job. I understand that this job description may change from time to time depending on business circumstances and that I will be informed of any changes.*

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*Employee Signature*

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*Date*