JOB DESCRIPTION

Position:	**Accounting Clerk**	Job Type: **Full-Time**
Department:	**Administration**	Reports to: **Finance Manager, or designate**
Work Week:	**Monday – Friday**	
	37.5 hour Standard Work Week	

Position Overview

The Accounting Clerk supports the Finance Department by performing essential clerical accounting tasks, including processing and recording financial transactions, maintaining vendor and payroll records, fielding communications with staff and vendors, and ensuring compliance with municipal and legislative requirements.

Primary accounting responsibilities involve accurately recording, processing, and summarizing financial information and maintain the financial integrity of the organization. Payroll priorities focus on ensuring that pay runs are accurate, timely, and compliant with relevant legislation. All finance functions operate using municipal software and the Microsoft Office Suite.
This position requires a team player who demonstrates integrity, ethical decision-making, and a strong commitment to accuracy and confidentiality.

Responsibilities

- Maintain accounting ledgers by entering journal entries, verifying transactions, and ensuring accurate posting to accounts.
- Receive, review and verify invoices, record expenses to the appropriate accounts.
- Schedule, prepare, and issue accounts payable payments while adhering to organizational financial policies and procedures.
- Reconcile vendor accounts by verifying monthly statements and transactions, promptly resolving any discrepancies to maintain good vendor relationships.
- Assist in the preparation of finance reports, including month-end and year-end processes, journal entries, and account reconciliations, ensuring accuracy and timeliness.
- Audit and reconcile credit card receipts submitted by cardholders to monthly statements, addressing any discrepancies quickly.
- Prioritize and resolve discrepancies in payments with urgency to avoid delays or compliance issues.
- Process bi-weekly payroll for employees and monthly payroll for elected officials, ensuring accuracy and compliance with legislative requirements.
- Prepare and issue T4s, complete year-end payroll processes, and ensure all records are compliant with regulatory requirements.
- Review, validate, balance, and adjust payroll entries; generate accurate payroll payments and reports.
- Enter employee entitlements, including vacation, overtime, sick leave, and statutory holidays; report anomalies to Human Resources.
- Prepare and maintain accurate monthly bank reconciliations, ensuring all accounts are balanced.
- Prepare and submit quarterly GST rebate claims, ensuring all documentation and submissions meet compliance standards.
- Maintain accurate insurance records and act as the primary point of contact with insurance providers for policy updates and claims.
- Follow all Safe Work Procedures and comply with Municipal District policies to maintain a safe and secure work environment.
- Support and participate in the Emergency Management Plan as assigned by the Chief Administrative Officer (CAO).
- Provide reception coverage and administrative support on an as-needed basis, ensuring seamless front-line operations.

Qualifications

- Completion of Grade 12 with a Degree or Diploma in Management or Accounting is preferred.
- Hold or be willing to obtain the Payroll Compliance Professional designation.
- Minimum of two (2) years of experience in an accounts payable or payroll role.
- Proficiency in Microsoft Suite Software, including Word, Excel, and Outlook.
- Valid Alberta Class 5 driver's license and be bondable.

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. This job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the workload.

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