

# Job Description

## Accounts Payable/Payroll Clerk



### Position Synopsis and Purpose

Reporting to the Deputy Treasurer the Accounts Payable/Payroll Clerk is accountable for the accurate and timely performing of duties required to provide financial support services to the municipality, more specifically but not limited to Accounts Payable and Payroll.



### Responsibilities

#### Accounts Payable (80% of Time)

- Direct overall process.
- Audit and approve batches and produce invoice and cheque runs.
- Reconcile statements for missing invoices and follow-up.
- Set-up new vendors/projects.
- Works with vendors, Supply Services, and departmental staff to follow up on all unmatched documents.
- Responds to internal/external inquiries on behalf of the Finance Department, as applicable.
- Ensure compliance with HST rules.
- Provides financial information to the Director of Finance/Treasurer and the Deputy Treasurer for use in preparing budget and financial statements.
- Assist in the preparation of the year-end audit.

#### Accounts Receivable (5% of Time)

- Preparation of Accounts Receivable invoices for various departments (ie: Fire calls for non-residents for MVC's)
- Project Holdbacks
- Invoicing for building permits, Cemetery, retirement benefits, economic development sponsorship.
- Reconciliation and invoicing of Developers' accounts for cost recovery.

#### Payroll (15% of Time)

- Oversee the payroll system.
- Prepare reports for Canada Revenue Agency, Service Canada, WSIB, Ontario Municipal Employee Retirement System, Employee Health Tax and Benefit Carriers and liaise with corporate auditors and Canada Revenue Agency.

- Prepare annual T4, T4As and summaries and Records of Employment
- Gather statistical data and prepare reports as required.
- Maintain the time and attendance and payroll systems.
- Produce annual reporting of contributions to be audited by OMERS (Form 119).
- Ensure financial information is properly preserved and maintained for archival purposes.

### **Miscellaneous**

- Provide training for staff as it relates to accounts payable and payroll.
- Perform other related duties, as necessary or as assigned. (miscellaneous Accounts Receivable – ie: municipal drains; assisting with deposits)
- Other duties as assigned.

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



## **Preferred Qualifications**

### **Education (degree/diploma/certifications)**

- Post secondary degree/diploma in Accounting, Business Administration, or equivalent.
- A Payroll Compliance Professional (PCP) designation is considered an asset.
- Advanced computer skills including accounting/financial software and Microsoft Office (Laserfiche considered an asset)
- Experience with the development of financial models and process efficiency improvements.
- Advanced skills in accurately performing detailed numerical computations; analysis and interpretation of complex financial data and reports.
- Strong written and oral communication skills.
- Detail oriented and self-motivated individual with the ability to work independently to meet deadlines.
- Effective interpersonal skills.
- Demonstrated and established competencies surrounding accountability, collaboration, leadership, respect, and safety.
- Good organizational and time management skills
- High level of confidentiality
- Detail oriented.

## Experience

- One to three year's accounting experience in a municipal setting preferred, specifically in payroll and A/P

## Knowledge/Skill/Ability

Note: As a condition of employment, the incumbent must provide a successful criminal screening and background check while showing a clean driver's abstract.



## Work Setting

### Contacts

Frequency Legend	
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly
<b>Frequent</b> – daily	<b>Rare</b> – once in a while
<b>Regular</b> – weekly	

Contact	Frequency	Nature of Interaction
General Public	Occasional	Ability to provide support, provide accurate information
Vendors and Suppliers	Daily	Issues and concerns, accurate information.
Management and Support Staff	Daily	Ability to provide support, accurate information and use reliable judgement.

### Work Conditions

Physical demands require computer work, concentration and sitting. Working conditions are generally conducted in an office environment. Must meet weekly, monthly and annual time deadlines with accuracy.

*The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.*



## Position Classification

<b>Position Title</b>	Accounts Payable/Payroll Clerk
<b>Division</b>	Administration and Finance
<b>Department</b>	Finance
<b>Classification</b>	Union
<b>Branch</b>	N/A
<b>Reports to (Direct)</b>	Deputy Treasurer
<b>Equivalency Code</b>	N/A
<b>Hours per Week</b>	35
<b>Effective Date</b>	January 1, 2024
<b>Revision Date</b>	