



Municipality of West Elgin Job Description

Title: Accounting Clerk

General Supervisor: Treasurer

Department: Finance

Positions Supervised: 0

Position Summary

Reporting to the Treasurer the Accounting Clerk is responsible for the processing of all utility receivables for the Municipality. This includes entering data, producing bills, receiving payments, maintaining records and ledgers, answering questions from the public and staff and following up with overdue accounts. This position also performs various other duties including, liaises with regulatory agencies and auditors, assisting in adjusting journal entries, allocation of wages. This position assist in the implementation and maintenance of the Asset Management Plan.

Principal Responsibilities

- Responsible for all utility receivable processing and functions, including:
 - Maintaining customer database, water rates and billing codes within accounting software
 - Prepare and download meters for reader using Sensus and Keystone software
 - Work with water meter readers to ensure reading are accurate and on-time
 - Feeds meter information into accounting software and generates billings
 - Identifies errors and missing meter reads
 - Apply late charges
 - Applies Municipal policy governing disconnection of service to customers
 - Calculate billings for Tri-County Water System
 - Deals with problems, questions and concerns regarding utility payments, attempting to resolve issues and referring to Treasurer where this is not possible
 - Follow-up on delinquent accounts/arrears;
 - Prepares information on severely delinquent customers for Treasurer
 - Reconciles subledger to general ledger monthly and identifies action items
 - Prepares uncollectible write-off reports
- Prepares reports and working papers for the municipal audits as requested by the Treasurer and/or auditor
- Provides back up to other Finance staff including:
 - Processing of electronic payments, accounts receivable posting, bank deposit
 - Payment collection including issuing of cash receipts
 - Answering of public phone or counter inquires on a wide range of topics
 - Participates in various meetings, seminars and workshops as necessary
- Initiate and maintain workorders for utilities
- Produce or assist with the development and analysis of financial reports
- Assist in the development and implementation of the Asset Management Plan
- Maintain the asset inventory and database (CityWide) to support asset management planning and forecasting
- Fire department billing and reconciling
- Other duties as assigned

Minimum Qualifications

- Post Secondary diploma in accounting discipline
- Minimum of 1 year of experience in Municipal Finance
- Working knowledge of accounting and taxation software packages and applications;
- Ability to work independently, with little direction;
- Exceptional organizational skills;
- Ability to multi-task;
- Ability to work well with other staff and public;

Other Skills

- Strong interpersonal skills
- Strong written and oral communication skills
- Strong knowledge of relevant legislation, policies and regulations
- Computer skills – Keystone and Excel
- Experience in data collection, entry and reporting
- Attention to detail

Approved by: CAO/Treasurer

Effective Date: August 19, 2022