

# Position Description

**Position Title:** Accounting Technician

**Department:** Finance

**Last Updated:** July 2023

**Classification:** PT1

where it all happens.

## Summary

The Accounting Technician prepares, calculates, and processes municipal accounts payable, accounts receivable, property taxes, and other clerical and routine accounting functions.

## Key Duties & Accountabilities

- Receives and responds to enquiries and requests for information, advice, and direction from external and internal clients
- Processes all accounts payable (including purchase order reconciliation), accounts receivable, daily EFTs, pre-authorized supplier payments, property tax payments and adjustments and other financial services department revenue and expense transactions
- Processes invoices and payments related to existing cost and revenue-sharing agreements
- Reconciles Corporate Mastercard card invoices and payments
- Processes property tax billing and collection
- Prepares and invoices ICBC claims for MVA's involving City property
- Prepares monthly GST and PST returns
- Prepares monthly bank reconciliations for operating and other cash accounts
- Calculates and remits monies collected on behalf of other governments and agencies
- Monitors cash flow needs and requests transfers to ensure efficient use of cash resources
- Ensures all financial system general ledger accounts are current and accurate
- Maintains deposit listing for all works and services, roadway deposits, reserves, DCC's, cash in lieu, sureties and other payments
- Participates in the preparation of working papers and financial statements
- Drafts letters and other department correspondence as required
- May be requested to work outside office hours, including in support of local emergencies
- Performs other related duties as required

## Qualifications

- Post-secondary Diploma in Business Administration, Local Government Administration, or related and three (3) years' related experience preferably in a local government environment (or an equivalent combination)
- Excellent interpersonal and communication skills with the ability to deal with customers in a professional manner
- Working knowledge of the operations and functions of a Municipal Finance Department and other City Departments
- Demonstrated skills in preparing, interpreting and analyzing financial information
- Strong computer skills in Microsoft Office products, particularly word and Excel, with experience working with financial database software (Microsoft Dynamics/Diamond and Papersave would be considered an asset) and electronic cash receipting systems

- Excellent time management skills and the ability to prioritize and manage multiple tasks
- Ability to work cooperatively with other departments without compromising internal controls
- Ability to maintain a high level of accuracy, perform mathematical calculations with speed and document audit evidence
- Ability to adapt and respond to administrative and technological change
- Ability to interpret and comply with procedures and policies
- Ability to maintain confidentiality
- Have a high degree of initiative, independent judgment and action
- High degree of adaptability and willingness to be flexible in a changing work environment
- Strong communication, problem solving and organizational skills
- A commitment to excellent customer service, continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself