



MUNICIPALITY of NORTHERN BRUCE PENINSULA

JOB DESCRIPTION

POSITION: ACCOUNTS RECEIVABLE CLERK/RECEPTION

PURPOSE OF THIS POSITION

Reporting to the Treasurer, this position performs the accounts receivable functions for all departments, programs and utilities. This includes the billing and collection of revenue from municipal facilities, bookings and related administrative functions. This position also includes the duties of backup for reception and payroll.

PRIMARY RESPONSIBILITIES OF THIS POSITION

Accounts Receivable

- Invoices and collects revenue for all departments and facilities, including harbours, airport, campground, landfills, and some community centres
- Receives and records cash reports submitted by facility staff
- Prepares invoices and maintains records for all utilities
- Records monthly readings for water and reports discrepancies
- Prepares bank deposits
- Maintains accounts receivable reports and files
- Issues monthly statements and letters for outstanding accounts

Parks and Recreation

- Assists Community Services Manager with administrative duties
- Books facilities and prepares contracts and agreements
- Provides monthly schedules to facility attendants
- Collects paperwork for alcohol events and submits to Clerk for approval
- Maintains waiting lists for both harbours and campground
- Assists with registration and invoicing for municipal programs

Backup Receptionist

- Provides customer service and support in the role of backup receptionist on a daily basis
- Receives and distributes incoming messages and telephone calls
- Provides information and assistance at the front counter and on the telephone

Backup Payroll

- Provides backup for the Tax/Payroll Clerk to process payroll and maintain employee records when required

Other

- Operates various computer software programs
- Attends meetings and training sessions as required
- Complies with policies and procedures of the Municipality
- Adheres to Occupational Health & Safety regulations
- Performs other tasks as assigned by management

Supervision received

- Works under the daily supervision of the Treasurer
- Works independently once tasks are assigned and must be able to prioritize duties to meet requirements of various departments
- Supervision not required on a regular basis

Supervision Given

- Not responsible for the work or performance of other staff

QUALIFICATIONS

The position specifications outlined below are intended as a guideline. In some cases, an individual may have sufficient related experience to offset the formal education requirements. Education and related experience will be assessed simultaneously to ensure all qualified applicants are considered.

Education Required

- Post-secondary education in a business or accounting field
- AMCTO Municipal Administration program would be an asset

Experience Required

- 2 years' experience in an office environment, involving accounting/book-keeping functions and computer accounting software

Other Requirements

- Computer knowledge and experience, including Microsoft Office applications
- General knowledge of municipal functions and procedures
- Excellent written and oral communication skills
- Exceptional time management and organizational skills
- High level of tact and ability to communicate effectively with the public

WORKING CONDITIONS**Mental Conditions**

- Work is subject to frequent interruptions and impediments to concentration
- Potential for stressful interaction with taxpayers

Physical Conditions

- Generally pleasant office environment
- Open office environment generates high level of noise at times

Working Hours

- Hours of work – 37.5 hours per week
- Overtime may be required to meet deadlines at the request of the Treasurer