





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Accounting Clerk	<b>Reports to:</b> Capital Budget and Accounting Supervisor or Operating Budget and Cash Management Supervisor
<b>Department:</b> Treasury	<b>Positions Supervised:</b> 0
<b>Effective:</b> April 2004	<b>Revised:</b> November 2018

### BASIC FUNCTION

This position reports to the Capital Budget and Accounting Supervisor or the Operating Budget and Cash Management Supervisor and is responsible for processing accounts receivable and accounts payable transactions, preparing bank deposits, preparing account reconciliations, and providing accounting assistance and services to County departments and operations.

### PRINCIPAL RESPONSIBILITIES

Under the guidance, supervision and direction of the Capital Budget and Accounting Supervisor or the Operating Budget and Cash Management Supervisor and the Deputy Treasurer, the Accounting Clerk has the following duties and responsibilities:

- Review and process accounts payable transactions (including recording of automatic payments) and accounts receivable transactions.
- Maintain up to date vendor and customer listings.
- Balance A/P and A/R subledgers with general ledger.
- Administer the account collection process, including statement generation and contacting customers.
- Recommend accounts to be sent to collection agencies.
- Perform various account reconciliations, reports and summaries.
- Perform various month end and year end tasks.
- Provide training and assistance to County departments on accounting, cash handling and bank deposit issues.
- Maintain accounts receivable and journal entry filing systems.
- Provide general office assistance to senior Treasury staff.
- Backup to open, date stamp and distribute Treasury department mail.
- Backup for counter payments as required.
- Assist with the preparation of operating and capital budgets.
- Other duties as assigned.

### PROBLEM SOLVING RESPONSIBILITIES

- Resolving payment and invoicing issues with customers and vendors.
- Reconciling and balancing accounts.

## **CONTACTS**

Internal: County employees at all levels

External: Customers, vendors

## **MINIMUM QUALIFICATIONS**

- Three year college diploma in accounting, business or related field.
- Minimum three years of experience or equivalent in a financial setting.
- Superior customer service and communication skills.
- Excellent attention to detail.
- Experience with Windows based accounting systems and Microsoft Office products (Outlook, Excel and Word).
- Knowledge of JD Edwards Enterprise One is considered an asset.

## **OTHER**

- Location: County of Wellington Administration Centre, 74 Woolwich Street, Guelph; flexibility of location may be required.
- Hours of Work: Monday to Friday, 35 hours per week; flexibility of hours may be required.