



## ***Finance Clerical (Part Time)***

**Competition #:** 137-COV-18

**Closing Date:** Internal applicants – December 11, 2018

External applicants – December 18, 2018

|                     |                                                                              |                         |
|---------------------|------------------------------------------------------------------------------|-------------------------|
| <b>Rate of Pay:</b> | <b>Cashier / Data Entry Clerk</b>                                            | <b>\$26.28 per hour</b> |
|                     | <b>Accounting Clerk I</b>                                                    | <b>\$27.57 per hour</b> |
|                     | <b>AR / ECom Clerk</b>                                                       | <b>\$28.89 per hour</b> |
|                     | <b>Utility Clerk I</b>                                                       | <b>\$28.89 per hour</b> |
|                     | <b>Accounts Payable Clerk</b>                                                | <b>\$28.89 per hour</b> |
|                     | <b>(as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)</b> |                         |

**Days/Hours:** These are part-time “on-call” positions. Work days and hours will be varied. Work may occasionally involve a 7 hour shift between the hours of 8:00 am to 5:00 pm.

### ***CASHIER / DATA ENTRY CLERK:***

Reporting to the Manager, Revenue Services, this position receives, records and balances various cash amounts, processes information from source documents into the accounting system, and verifies the accuracy of data input.

### **Duties:**

- Receives cash and cheques in the mail and processes them through the cash receipting system.
- Balances cheques with audit trail daily.
- Completes cash outs and prepares bank deposits.
- Provides factual information to the public related to taxes, rates, fees and other accounts.
- Performs a variety of record keeping and clerical tasks related to cashiering.
- Sorts source documents into order and batches.
- Records the completion of accounts receivable folders as required.
- Acts as the first point of contact and responds inquiries from the public relating to basic Revenue inquiries.
- Assist customers with completing utility and property tax forms.
- Creates files and posts information from Tempest to Vadim, (Glint process).
- Scans source documents into electronic media and files and shreds documents as required.
- Folds and inserts utility and property tax documents on specialized equipment.

- Distributes mail (incoming and outgoing) for Revenue, twice daily.
- Restocks revenue forms and business cards.
- Maintains inventory of data processing supplies and equipment.
- Maintains inventory of parking passes and bus tickets.
- Summarizes and balances annual Vehicle Decal Report.
- Distributes audit trails and source documents to sources once entered and balanced.
- Enters and posts journal vouchers and cash summaries.
- Maintains mortgage files associated with Property Tax accounts from each financial institution.
- Other batch computer input as required.
- Updates and maintains procedure manuals on a regular basis.
- Performs related work as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education And Experience:**

- Grade 12 or equivalent.
- Business Administration - Accounting Certificate.
- Up to and including 6 months' in a customer service retail or banking role, including experience with a computerized billing system.
- An equivalent combination of education and experience may be considered.

**Required Knowledge, Skills And Abilities:**

- Ability to exercise tact and courtesy in exchange of information with other City employees, departments and the public.
- Well-developed communication, discretion and public relations skills.
- Ability to process and balance up to \$ ½ million in collections daily.
- Considerable knowledge and skill in using computer programs, scanning equipment and other office equipment.
- Demonstrated high level of accuracy with math and currency.
- Ability to process a minimum of 150 till transactions daily.
- Proficient with calculator (minimum 100 keystrokes per minute on number pad).
- Ability to type a minimum 50 wpm.
- Ability to perform legible and accurate work.

**Preferred Education And Experience:**

- Business Administration Diploma – Accounting.
- 1 year experience in a municipal setting.

**Preferred Knowledge, Skills And Abilities:**

- One year recent experience as a teller in a banking institution.
- Working knowledge of City and departmental regulations and procedures.

***ACCOUNTING CLERK I:***

Reporting to the Manager, Revenue Services, this position processes information from source documents into the accounting system, verifies the accuracy of data inputted, scans, shreds and files documents within established guidelines. Performs clerical work, and assists with customer service relating to utility and property taxes.

**Duties:**

- Sorts source documents into order, date stamps, and batches.
- Answers inquiries from the public related to basic taxes and utilities.
- Balances monies received with daily total shown on audit trail.
- Cashes out and prepares bank deposits.
- Imports and clears accounts payable cheques daily.
- Imports and clears accounts payable EFT's (electronic funds transfer) payments weekly.
- Scans and files documents as required.
- Collects bins from Canada Post Office for utility and property tax billings.
- Folds and inserts utility and property tax documents using specialized equipment.
- Maintains utility and property tax auto debit.
- Enters and maintains address changes for the City as required and reviews for accuracy.
- Assists customers with completing utility and property tax forms.
- Completes the City's portion of Property Tax Deferment and Retro Home Owner Grant applications and ensures applications are completed.
- Investigates returned mail and re-mail, as per procedures.
- Maintains inventory of data processing supplies and equipment.
- Distributes audit trails and source documents to sources once entered and balanced.
- Other batch computer input as required.
- Updates and maintains procedure manuals on a regular basis.
- Provides relief for EFT's, EDI's, Exact and Tax Certificates.
- Performs related work as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education And Experience:**

- Grade 12 or equivalent.
- Business Administration – Accounting Certificate.
- Up to 6 months experience dealing with the public in a customer service role including working within a computerized accounting system.
- An equivalent combination of education and experience may be considered.

**Required Knowledge, Skills And Abilities:**

- Working knowledge of City and departmental regulations and procedures.
- Proficient with calculator (Minimum 100 key strokes per minimum on number pad).
- Ability to exercise tact and courtesy in exchange of information with other City employees, departments and the public.
- Knowledge of data processing input and output and procedures.
- Demonstrated knowledge of computers and related software and general office equipment.
- Ability to produce legible and accurate work.
- Ability to maintain visual attention and concentration.

**Preferred Education And Experience:**

- Business Administration Diploma – Accounting.
- 2 years' experience in a municipal setting.

***AR / ECOM CLERK:***

Reporting to the Manager, Revenue Services this position performs clerical work, maintains the Accounts Receivable sub-ledger system and assists in production of the quarterly utility billing.

**Duties:**

- Batches bank payments and telephone payments for input by data entry clerk, and reviews accuracy of output.
- Reviews for accuracy, corrects and approves electronic payment data and batches.
- Prepares and records B&L Security revenue monthly.
- Records Airport revenue (aviation and jet fuel) monthly.
- Reviews and approves various cash batches for the City.
- Prepares and completes property tax certificate search requests.
- Closes Web Customer application monthly and prepares monthly reporting and reconciliation.
- Prepares and generates invoices related to recoverable work orders and ensures correct billing format is applied.
- Prepares and audits clearing accounts in the preparation of monthly invoices through the accounts receivable system.
- Prepares miscellaneous journal vouchers to reallocate internal charges.
- Prepares and controls invoicing for accounts receivable and checks for accuracy.
- Prepares and controls adjustments to accounts receivable accounts and related journal vouchers.
- Prepares monthly accounts receivable statements and follows up and records action taken on overdue accounts monthly.
- Composes standard letters and correspondence with customers as required.

- Responds to telephone and counter inquiries and complaints concerning accounts receivable.
- Reviews customer inquiries and complaints and obtains approval for adjustments to customer account(s).
- Reconciles accounts receivable sub-ledger to the control account on a monthly basis.
- Performs account analysis and reconciliations as required.
- Relieves cashier for breaks and as otherwise required.
- Provides relief for Revenue staff as required.
- Updates and maintains procedure manuals on a regular basis.
- Performs related work as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties

**Required Education And Experience:**

- Grade 12 or equivalent.
- Business Administration – Accounting Certificate.
- Experience reconciling account sub-systems to control accounts.
- Minimum one year experience with a computerized accounting system.
- Up to 6 months experience dealing with the public in a customer service role.

**Required Knowledge, Skills And Abilities:**

- Computer and related software, general office equipment.
- Proficient with calculator (minimum of 100 keystrokes per minute on the number pad). Working knowledge of City and departmental regulations and procedures.
- Ability to exercise courtesy and tact in exchange of information with other City employees, departments, and the public.
- Ability to produce neat and accurate work.
- Ability to use related computer applications such as ICity, Tempest, OUTLOOK, WORD.
- Proficient abilities and experience using spreadsheet software EXCEL.

**Preferred Education And Experience:**

- Diploma in Business Administration – Accounting.
- 2 years' experience in a municipal setting.

***UTILITY CLERK I:***

Reporting to the Manager, Revenue Services, this position performs clerical work, maintains the utilities sub-ledger system and assists in production of the quarterly utility billing.

**Duties:**

- Assists in preparation of quarterly utility billing.
- Reviews for accuracy and approves cashier payment batches.
- Records and balances daily cash summaries.
- Prepares and reviews meter reading edit lists for accuracy and to ensure all accounts are billed.
- Inputs new accounts and ensures new accounts are captured.
- Reviews new owners and adjusts billing rates when necessary.
- Updates utility sub-system relating to civic property address changes.
- Maintains contact with Building Department to ensure new service applications are processed.
- First point of contact to respond to high volume of telephone and counter inquiries and complaints concerning utility bills.
- Reviews complaints and obtains approval for adjustments to customer account(s).
- Logs information on telephone and counter inquiries and complaints according to procedures.
- Adjust utility accounts within established guidelines.
- Performs related work as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education And Experience:**

- Grade 12 or equivalent.
- Business Administration – Accounting Certificate.
- Up to and including 6 months' experience dealing with the public in a customer service role and working with a computerized accounting system.

**Required Knowledge, Skills And Abilities:**

- Working knowledge of City and departmental regulations and procedures.
- Proficient with calculator (minimum 100 keystrokes per minute on number pad).
- Good communication, discretion and public relations skills.
- Ability to exercise tact and courtesy in exchange of information with other City employees, departments and the public.
- Ability to maintain visual attention and concentration.
- Ability to use related computer applications such as Tempest, OUTLOOK, WORD and EXCEL.
- Ability to produce legible and accurate work.

### **Preferred Education And Experience:**

- Business Administration Diploma – Accounting.
- 2 years' experience in a municipal setting.

### ***ACCOUNTS PAYABLE CLERK:***

Reporting to the Manager, Financial Planning & Reporting, this position performs clerical work such as batching and processing accounts payable invoices, data entry of accounts payable invoices, analysis of vendor statements and scanning and filing of documents within established guidelines.

### **Duties:**

- Receives invoices and ensures proper approval is received prior to payment.
- Ensures that all goods and services in relation to computerized purchase requisitions are received by the initiator prior to payment of invoices.
- Batches and codes invoices for scanning and data entry.
- Enters accounts payable source documents into the computerized accounting system and ensures batch is accurate and balanced.
- Scans source documents into electronic media.
- Prepares requests for billing recoveries as required.
- Prepares computer cheques and files for electronic funds transfers for payment of invoices on a regular basis.
- Enters new vendors and updates vendor records as required.
- Refers problems with computerized accounting system to Accounting Clerk.
- Mails or distributes cheques and electronic payment advices.
- Files batches of source documents.
- Reviews and reconciles vendor statements for accuracy and discrepancies and follows up until discrepancy is resolved
- Assists with maintaining cemetery records, selling cemetery plots and permits, liaising with funeral homes and cemetery operator for timing of burials and memorial installations in the absence of the Accounting Clerk.
- Updates and maintains procedure manuals on a regular basis.
- Performs related work as required.

All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

### **Required Education And Experience:**

- Completion of Grade 12 or equivalent.
- Completion of one year Business Administration – Accounting Certificate.
- Minimum one year experience with a computerized accounting system.
- Experience in a multi-divisional organization.

**Required Knowledge, Skills And Abilities:**

- Computer and related software, general office equipment.
- Proficient with calculator and scanning equipment
- Working knowledge of City and departmental regulations, procedures and City purchasing policy.
- Ability to exercise courtesy and tact in exchange of information with other City employees, the public and suppliers.
- Ability to maintain visual attention and concentration.
- Ability to produce neat and accurate work.
- Ability to use related computer applications such as iCity, Tempest, OUTLOOK, WORD and EXCEL.

**Preferred Education And Experience:**

- Completion of a 2 year diploma in Business Administration – Accounting.

**Preferred Knowledge, Skills And Abilities:**

2 years' experience in a municipal setting.

**TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the on-line *Application for Internal Posting* form located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!