

Job Details

Job Title	Accounting Clerk (permanent full-time)
Department	Finance
Classification	Union – CUPE Local 118
Rate of Pay	\$37.62 per hour (2024 rates)
Date of Last Revision	March 5, 2025

Job Description

Summary

Under the direction of the Manager of Financial Services, this position performs the day-to-day accounting operations; processing accounts payable, accounts receivable, cash receipting and utility bill transactions for the Alberni-Clayoquot Regional District. The position works collectively with all employees of the ACRD to ensure the delivery of efficient, quality services.

Duties and Responsibilities

General Duties

- Respond to public requests for service
- Prepare correspondence, reports and memoranda as required
- Liaise with internal and external contacts
- Support Administration staff with in-person, phone and electronic inquiries
- Other duties as assigned

Accounting

- Organization and completion of day-to-day general accounting operations for payables. Ensuring that all payments are approved and made in accordance with purchasing policy, payments are sent on time, resolving payment discrepancies and disputes on behalf of the ACRD where possible. Understand nature of and code the expenditures to the correct service area and in accordance to approved budget.
- Complete the day-to-day general accounting operations for receivables for accounts. Preparing and mailing invoices, preparing reports on delinquent accounts and customer payment profiles, transfer to taxes preparation and reconciliations, and analyzing receivables for accuracy.
- Maintain up to date customer and supplier records.
- Answer inquiries for customers, suppliers, employees and the public.
- Assist in preparing year end working papers as required.
- Ensure internal controls are functioning and controls are adequate.

- Prepare reports and background documentation including materials for year end as required for the Accountant and/or Manager of Financial Services.
- Provide back-up accounts receivable support at the front counter as required.
- Perform other duties or special projects as assigned.

Supervision

Immediate Supervisor – Manager of Financial Services

Authority and Decision Making

Problem solving

- Follow procedures for handling day-to-day financial operations.
- Ability to analyze and evaluate accounting and auditing problems and to develop solutions
- Handle complaints from the public

Job task planning

- Management of time and prioritizing of workload according to deadlines.
- Work priorities are set by procedures by superiors
- Develop weekly and monthly work plans with the Manager of Financial Services
- Disruptions occur but can return to work plan after disruption, no new work plan is required
- Some coordination of work plan with the work plans of others required to schedule access to shared tools and equipment, for example
- Sequences multiple tasks for efficiency

Decision Making

- A basic understanding of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) standards
- Errors have some consequences but can be rectified with some work
- Decisions can be reversed with some inconvenience or difficulty; decision is reversible but options are reduced
- All information relevant to the decision is known
- Set procedure or decision tree to follow but there are grounds for exceptions that may require some discretion or interpretation
- Need to consider several well defined factors to make an appropriate decision in cases where the consequence of error is low; may involve using technical knowledge

Budgetary Authority

- As per Board policy

Job Specifications

Education/Training

- Completion of Grade 12
- Diploma or certificate in accounting or equivalent combination of education and experience

Experience

- Minimum of 2 years of increasingly responsible relevant financial and administrative experience, preferably including experience in local or regional government, OR
- Equivalent combination of education and experience
- Previous, general experience working in local government would be an asset
- Previous payroll experience would be an asset

Occupational Certificates, Licenses, Professional Designations or Registrations

- Valid Class 5 BC Driver's License

Knowledge

Working	<ul style="list-style-type: none">• Local Government Act, Excise Tax Act and related statutes, laws, regulations and precedents respecting civic government, with specific emphasis on financial implications.
Considerable	<ul style="list-style-type: none">• Local government operations
Extensive	<ul style="list-style-type: none">• Knowledge of accounting principles, practices and procedures as well as the recommendations of the Public Sector Accounting Board.• Advanced level proficiency with Microsoft Excel, Microsoft Word and accounting software (preferably Vadim computer group)

Skills and Abilities

Abilities

- Understand and interpret accounting processes
- Understand and follow oral and written instructions
- Establish and maintain working relationships with internal and external contacts
- Work with minimal supervision
- Apply the ACRD bylaws, policies and procedures at they pertain to financial operations.

Literacy and Communication Skills

- Reading Complexity and Comprehension– read and understand material such as very specialized documents and technical manuals, interpret dense and complex texts, make high level inferences and use specialized knowledge
- Writing – standard memos, letters or detail forms, progress reports, procedures, non-standards letters, reports to the Board , and specialized or technical reports
- Mathematical – basic operations such as adding, subtracting, multiplying and dividing, calculation of percentages, ratios or averages

Computer Skills – the following types of programs

- Communication software such as emails, calendars and contract lists
- Word processing programs - such as Microsoft word
- Spreadsheets – Microsoft Excel
- Accounting programs (experience with Vadim software is an asset)

Interpersonal Skills

- Explain and exchange information with auditors, contractors, suppliers, employees within the organization, the public, professionals and representatives of other levels of governments or organizations, salesperson and volunteers
- Courteously handle complaints from the public
- Work in a cooperative and courteous manner