



## **DISTRICT OF CLEARWATER**

**JOB TITLE: Accounting/ Motor Vehicle / ICBC Clerk 2**

### **NATURE AND SCOPE OF WORK:**

This position is required to provide support to the Finance Department as well as process ICBC and Motor Vehicle transactions. The position reports to the Director of Finance.

This position performs various financial functions including accounting as well as some administrative duties. This position would have defined responsibilities and will provide assistance and backup to the accounting department. Duties will include Accounts Receivable and other finance duties as directed by the Supervisor.

This position provides insurance and motor vehicle services. Familiarity with ICBC and MV procedures and regulations is preferred. The work is performed under minimal supervision, so independent judgment and action is exercised by the ICBC Agent in matters which are within the framework of established procedures.

Insurance services includes registering, licensing, permitting, and insuring vehicles, including out of province and out of country transfers.

Motor vehicle services includes issuing and renewing driver's licenses, issuing BC identification cards and BC Services cards, collecting monies owed for debts and fines, and administering knowledge tests. This position is also responsible to perform other related duties as required.

### **JOB RESPONSIBILITIES:**

#### **General:**

1. Answer telephones and deal with customer enquiries
2. Back up for daily cash receipting, day end cash out, and preparing daily bank deposits as required.
3. Recreation program booking at front counter
4. Other duties as required.

#### **Finance:**

1. Accounts receivable including business licencing, septage receiving, and transit
2. Assist with utility and tax billing and notices, follow up on customer enquires as needed
3. Grant tracking

4. Clerical support including filing of correspondence and invoices
5. Backup for online payments
6. Maintain electronic and hard copy filing systems.
7. Prepares miscellaneous reports as requested.
8. Other accounting duties as directed by the Supervisor

### **ICBC**

1. Assist customers by telephone or in person with motor vehicle or ICBC related issues.
2. Vehicle insurance transfers and registrations.
3. Issue and renew plates.
4. Cancellations of current ICBC coverage upon request.
5. Batch ICBC transaction documents at least twice a week, (will batch more often if necessary) and prepares deposits for ICBC and MV daily. Maintains files of batches. Batching consists of balancing all ICBC insurance documents, monies and transactions to system including transfers, new policies, T.O.P.'s, storage policies and debt payments.
6. To check updates daily through ICBC extranet, ICBC.com and the Motor Vehicle License Operation Manual (LOM).
7. Reporting lost/stolen plates & decals.
8. Preparation of month end and year end stats.
9. Assist with training of new employees to the MV/ICBC.
10. Integrated Office Accounting, use of debit machine, cash receipting, cash out and daily bank deposits, balancing debit/visa/Mastercard and Amex and monthly cash adjustments.
11. Tracking and ensuring adequate stock, and form inventory for both MV and ICBC.

### **Motor Vehicle:**

1. Issue drivers, learners and temporary licenses including out of Province and out of Country.
2. Ensure Motor Vehicle documentation is balanced on a daily basis, includes monies collected from Driver Licenses issued, reinstatement debts, ATV decals & CVIP decals.
3. Driver Abstracts, change of address, Driver license cancellations
4. Set up new applicants for driver licenses and driver license renewals

5. Assist customers with vehicle impoundment issues, violation ticket payments and disputes
6. BCID renewals and new applications

**REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE:**

1. Able to effectively meet and deal with the public using tact and diplomacy to interpret and explain departmental rules and regulations.
2. Proficient knowledge of Microsoft Office, including Excel, Word and Outlook is essential.
3. Working knowledge of ICBC/Motor Vehicle policies and procedures considered an asset
4. Able to analyze financial and clerical data, facts and forms.
5. Transcribing and entering data in databases.
6. Knowledge of accounting principles and practices.
7. Able to communicate with various stakeholders including the public and staff with a strong customer service focus. Must be able to provide effective problem-solving support and/or guidance to customers.
8. Able to evaluate information to formulate sound judgments and decisions.
9. Demonstrated skills in stress management, time management, decision making and professional verbal and written communications skills.
10. Must have good organization skills to handle multitasking demands for processing various licenses and permits.
11. Able to compose non-routine letters and memoranda without dictation.

**EDUCATIONAL REQUIREMENTS:**

1. 3-5 years' experience in accounting in an office setting.
2. Certification for Autoplan Essentials. (ICBC), familiarity with Policy Centre would be an asset.
3. First level accounting courses, enrollment in a recognized professional accounting program would be an asset.

**HOURS OF WORK:**

Normal work hours are 35 hours per week, Monday to Friday 8:30am-4:30pm. May be required when Driver Examiner is here start at 8:00am to bring up machine ready for 8:30am.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Signed on Behalf of the District of Clearwater

Signed on behalf of CUPE Local 900

\_\_\_\_\_  
John Thomas, Chief Administrative Officer

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Andrea Lever, CUPE Local Representative

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Roxanne Shepherd, Director of Finance