



DISTRICT OF CLEARWATER Job Description

Job Title	Finance Clerk – Payroll & Accounts Payable	Department	Finance, ICBC, and DL Services
Reports To	Director of Finance, ICBC, and DL Services	Job Classification	☐ Exempt ☒ Non-Exempt (Union)
Pay Band/Grid		Job Grouping	Finance
FTE Designation	1.0 FTE (Full-time, Permanent)	Job Description Status	☐ New ☒ Revision
Benefits	1. Health & Wellness ☒ Extended Health ☒ Dental ☒ Sick Leave ☒ LTD ☒ EAP ☒ AD&D ☐ Health Spending Account ☒ Personal Life & Dependent Life Insurance 2. Pension Plan Options ☒ Define Benefit Pension Plan ☐ Define Contribution Pension Plan (RRSP) 3. Training and Professional Development ☒ Professional and Technical Certificate Renewal ☒ Tuition Reimbursement ☒ Training and Development Programs		
Supervision	☒ No, this position does not have direct reports. ☐ Yes, this position supervises:		
Job Purpose	Reporting to the Director of Finance, ICBC, and DL Services through the Supervisor of Finance, the Finance Clerk – Payroll and Accounts Payable ensures the District's accounts payable, payroll, and other financial obligations are processed, submitted for approval, and paid on a timely basis and in accordance with relevant legislation, regulation, policies and best practices. Working closely with department Supervisors, Managers, Directors and the finance team, the Finance Clerk will ensure all invoices are processed, coded, approved and entered into the Accounts Payable system. They will also prepare preliminary and final payable reports for review and approval and execute payment once approval is received.		
Responsibilities	<u>Accounts Payable</u> 1. Invoice Processing: receive, review, process invoices from vendors, contractors, and service providers. Work with appropriate Department Heads, to ensure accuracy, completeness, and compliance with policies and procedures. 2. Other payments: Review and process approved cheque requests, expense reimbursements and visa statements. 3. Vendor Relations: Update and maintain vendor master files and prepare vendor credit applications. Communicate with vendors, suppliers, and internal stakeholders to resolve payment-related inquiries, address issues, and maintain positive relationship.		

	4. Payment processing: Develop payment proposals for review, verify payment amounts, obtain necessary approvals, process payments to vendors within designated timeframes, utilizing the District's financial systems. 5. Reconciliation: reconcile vendor statements and resolve any discrepancies or issues in a timely manner, ensuring accuracy and completeness of accounts payable records. 6. Assist in the preparation of periodic financial reports related to accounts payable, including aging reports, and expenditure summaries. 7. Assist the Supervisor and Director of Finance in gathering or preparing documentation for the annual audit process. 8. Prepare government reporting for GST and PST and submit for approval and payment. <u>Payroll</u> 9. Payroll Processing: Collect and review employee's timesheets, attendance record, sick time, vacation leave, and other relevant data to accurately calculate wages and salary and deductions each payroll cycle. This will be calculated in accordance with contracts, collective agreement, legislation, bylaws, policies, and procedures. 10. Enters approved payroll information into the payroll system, including new hires, terminations, changes in employee status, salary adjustments, and other payroll-related data. 11. Assist in the administration of employee benefits program, ensuring accurate and timely deductions and contributions. 12. Ensures that government and benefit payments are submitted, approved and paid on a timely basis. 13. Ensure that all legislated and benefit reporting is accurately prepared and submitted on time. 14. Reconciliations: Maintain and reconcile the payroll liability accounts on a monthly basis including vacation and sick entitlements. 15. Assist the Supervisor and the Director of Finance in gathering or preparing documentation for the annual audit process. 16. Maintain the confidentiality and security of payroll data and records, ensuring compliance with Freedom of Information and Protection of Privacy Act. <u>General</u> 17. Provide support to the front desk team when required by answering phone calls. 18. Assist with the development of policies and procedures the role providing input, knowledge, and expertise. 19. Proactively seeks ways to initiate continuous improvements to the role. 20. Complete other related duties as assigned.
Education & Certifications	• Completion of grade 12 or equivalent, required. • A professional payroll designation from the National Payroll Institute or in the final stages in achieving a payroll designation. • Completion of a certificate or diploma in Bookkeeping, Business Administration, Accounting, or Payroll Administrator is preferred and would be considered a strong asset. • First Aid CPR-C & AED Certificate

Experience and Skills	• Minimum of two (2) years experience in an accounting and/or payroll coordination role. • Experience working within a local government unionized environment would be considered a strong asset. • Experience with enterprise software systems specifically to accounts payable and payroll.		
Competencies	1. Payroll processing and coordination 2. Bookkeeping, Data Input, Bill Payment 3. Microsoft Excel and Word competency 4. Problem Solving/Triaging/Critical Thinking 5. Communication 6. Customer Service	☐ Low ☐ Low ☐ Low ☐ Low ☐ Low ☐ Low	☐ Med ☐ Med ☒ Med ☒ Med ☒ Med ☐ Med ☐ High ☐ High ☐ High ☐ High ☐ High ☒ High
Work Environment	• Office environment. • 35 hours per week. • May be called upon to support during an emergency. • A successful Police Information Check is contingent upon employment.		

REVIEW SIGNATURES			
Department Director		DATE	July 13/23
CAO		DATE	July 13/23

