

**City of Castlegar  
POSITION DESCRIPTION**

<b>POSITION TITLE</b>	<b>DATE</b>
<b>FINANCE CLERK</b>	FEBRUARY 2007
<b>DEPARTMENT</b>	<b>REPORTS TO:</b>
FINANCE	DIRECTOR OF FINANCE

**SUMMARY**

Provides service at the front counter for inquiries and receipt of payments. Calculates, maintains and reconciles tax and utility pre-authorized payments. Maintains petty cash, prepares deposits. Enters and verifies accounts payable and receivables data. Reconciliation of bank statements and other accounts. Updates records and prepares reports for a variety of services.

**RESPONSIBILITIES**

1. Provides advice and assistance to the general public and fellow employees which includes answering inquiries related to financial matters including; property taxes, utilities, rates and fees, pre-authorized payments, cemetery burials and fees.
2. Receives, processes payments and prepares deposits for payments for city services including; property taxes, utilities, business licenses, cemetery fees, pet licenses, permits, accounts receivable and other transactions.
3. Calculates, maintains and reconciles tax and utility pre-authorized payments. Prepares refunds to customer where appropriate.
4. Maintains petty cash. Maintains post dated cheque file and processes cheques. Prepares transit and airport deposits.
5. Collate, verify and code invoices for payment. Prepares cheque requisitions and vouchers, enters cheque requisitions, vouchers and purchase orders into the accounting system.
6. Maintains accounts receivable for airport leases and concessions. Assists with other accounts receivable duties as required.
7. Maintains records and collects fees for the municipal Park Memorial Cemetery. Coordinates burial information for interment of deceased persons in the Cemetery.
8. Maintain and update assessment records.
9. Processes NSF cheques.

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10. Reconciliation of bank statements and other General Ledger accounts.
11. Reconciles and controls transit tickets and related accounts. Submits student transit passes and tickets to Selkirk College.
12. Updates records, enters and compiles data to produce various moderately complex monthly, quarterly and annual reports for a variety of services, such as assessment records, cemetery records, tax reports and animal control information.
13. Performs similar accounting and clerical duties as assigned.

### QUALIFICATIONS

<b>Essential</b>	<b>Desirable</b>
Completion of Level 2 of a nationally recognized accounting program (CGA, CMA, CA) or proven equivalent.	Previous municipal or government accounting experience.
Sound knowledge of accounting principals and procedures.	
Sound knowledge of office procedures, business English, spread sheet, word processing and computerized office applications.	
Minimum 2 years previous accounting experience.	
BC Drivers License Class 5.	
Ability to communicate effectively, both verbally and in writing, with staff, outside agencies and members of the public. Good interpersonal skills.	