



## **Township of Douro-Dummer Detailed Job Description**

**POSITION TITLE: Payroll and Accounting Clerk**

**DEPARTMENT: Finance**

**REPORTS TO: Treasurer**

**DATE REVISED: March 2024**

### **POSITION SUMMARY**

Reporting to the Treasurer, the Payroll and Accounting Clerk processes payroll, administers the employee benefits program, completes required payroll remittances and is responsible for the accounts payable function.

### **RESPONSIBILITIES**

Administrative:

- Administratively assists the Finance Department;
- Supports managers and employees by answering enquiries regarding payroll, employee benefits, OMERS pension plan and accounts payable;
- Responds to municipal customer service requests as required;

Payroll:

- Maintains the employee payroll system by entering and removing employees and ensuring system is setup correctly;
- Prepares and processes payroll for the municipality including: review of employee time sheets, reconciling individual payroll accounts, review of accuracy of coding and appropriate hourly rate, calculation of appropriate deductions for each account and reconciliation of such deductions, and distribution of payments;
- Ensures compliance with relevant employment legislation;
- Completes all payroll reporting requirements such as Records of Employment, T4's and ongoing remittances to the appropriate agencies;
- Administers all employee benefit programs including Manulife, OMERS and WSIB;

#### Accounts Payable:

- Process vendor invoices, matching with internal controls
- Ensure invoices have required approvals
- Set up cheque and EFT payments
- Ensure that agreed upon payment terms are adhered to
- Respond to and resolve vendor enquiries in a timely manner
- Communicate with team members to promptly obtain invoice approvals and resolve outstanding A/P issues
- Reconcile vendor statements, research, and correct discrepancies
- File invoices, payments, and reports
- Maintain files and documentation thoroughly and accurately
- Government Sales Tax Remittances

#### Finance:

- Prepares and enters journal entries;
- Assists with municipal budget and audit requirements as required;
- Assists in financial analysis, other special projects and reports as a finance resource, and maintains the integrity of the information in the finance systems as requested and assigned by the Treasurer.

#### Other Duties:

- Adheres to the Occupational Health and Safety Act and the Township Health and Safety Policy.
- Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information Officer.
- Participates in the Municipal Operations Centre for emergency purposes.
- Performs other related duties as required.

### **WORKING RELATIONSHIPS**

Internal:	Treasurer Township Staff Council	Deputy Treasurer
External:	Ratepayers Auditors Consultants Lawyers	Government Representatives Provincial/Federal Agencies Vendors External Agencies

## **KNOWLEDGE, TRAINING AND QUALIFICATIONS**

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Two years of experience in a payroll and/or accounting position or related education;
- Post-secondary degree or diploma in business, economics, accounting/payroll or finance;
- Canadian Payroll Compliance Practitioner Certificate would be an asset
- Excellent judgement, tact, time management, organizational, and customer service skills;
- Advanced proficiency with Microsoft Office (including but not limited to Word, Excel, Outlook, Power Point), and related Public Sector financial software (Great Plains) would be an asset;
- Demonstrated knowledge of the accounting processes and attention to detail and accuracy;
- Ability to establish and maintain effective working relationships;
- Ability to work independently and in a team setting with a high degree of confidentiality, autonomy, accuracy, and reliability;
- Obtain and maintain a “clean” criminal reference verification (bondable)

## **SKILLS AND COMPETENCIES**

- Sense of tact and confidentiality
- Customer service acumen
- Strong sense of honesty and integrity
- Analytical, problem-solving, and decision-making skills
- Ability to work independently as well as part of a team
- Visual and mental concentration to multitask
- Strong oral and written communication skills
- Exceptional attention to detail
- Ability to prioritize tasks
- Time management skills and ability to work under deadlines/stress
- Ability to deal with frequent interruptions and competing priorities

## **WORKING CONDITIONS**

Typical climate-controlled office environment with standard weekday office hours and little to no travel requirements. Work activities require visual and mental concentration for intermediate durations of time. Extended periods of time spent keyboarding and working on a computer. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. office supplies).

*Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.*

**Reviewed by:**

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**Employee**

\_\_\_\_\_  
**Date**

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**CAO**

\_\_\_\_\_  
**Date**