

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: FINANCE CLERK
	Union / Non-Union: NON-UNION	Classification Type: PART-TIME
	Salary Classification: RANGE 3	Approval Date: FEBRUARY 21, 2024

General Job Responsibility

Finance Clerk shall be responsible for assisting customers at the front counter, preparing daily cash balancing and bank deposits, receiving and processing address changes, support processing tax rebate, senior rebate, and other government forms as applicable, process and distribute daily mail, support Finance Clerk II with mail and bank deposits, carry out administrative duties, receive applications and accept payments for tax certificates, review and investigate returned mail, provide input into Finance policies and processes as it relates to the front counter, support the records management process for the finance department, provide ongoing support to other Finance Department staff, prepare reports for Accounts Receivable Manager, and carries out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Accounts Receivable Manager.

Specific Job Responsibilities

1. Assists customers at the front counter, by telephone and through email with the processing of payments on accounts, providing information on municipal billings and rates, and directs permitting and similar issues to appropriate municipal departments. This position is the primary point of contact for the public.
2. Prepares daily cash balancing and bank deposits for personal till, reviewing same with Accounts Receivable Clerk or Accounts Receivable Manager for verification and sign-off prior to being forwarded with other deposits to bank for deposit.
3. Receives and processes address changes in the SAI portal that is then fed into SAP for billing purposes at the direction of the Accounts Receivable Manager.
4. Processes paper applications from residents for municipal and provincial tax rebate requests, seniors rebate forms, and other municipal, provincial, and federal forms where municipal staff are authorized to accept.
5. Processes daily mail, submitting regular mail to each department for delivery, and processes all financial mail payments received.

6. Supports Finance Clerk II with obtaining and transporting mail and bank deposits each day as needed. This is a shared responsibility between the Finance Clerks.
7. Carries out general finance department administrative duties through daily writing and responding to emails, answering, and responding to phone calls, accepting, and sending faxes, typing of documents, photocopying of records, posting mail.
8. Receives applications and payments or tax certificates, prepares preliminary documents with supporting backup materials, and submits to Accounts Receivable Manager for verification and sign-off, then forwards the approved tax certificate to applicant.
9. Reviews returned mail to determine if there is another suitable address for the property or account holder, recommending the forwarding of returned mail to new addresses with the approval of the Accounts Receivable Manager.
10. Provides input into, and feedback on, Finance Department policies and processes including robbery prevention, cash handling, bank deposits, front counter safety and public access, and other financial matters directly impacting them. Supports the process for continuous improvement of internal processes and controls.
11. When required processes digital application requests from the Province of Nova Scotia for provincial senior property tax rebate program, issuing confirmation that taxes have been paid in full where applicable.
12. Provides support to the finance department for movement and filing/storage of records.
13. Provides ongoing support to other Finance Department staff when called upon to assist with matters of urgency, or matters requiring extra assistance for short periods of time in line with other Finance Department responsibilities.
14. Prepares reports for Accounts Receivable Manager on various topics and issues during the year as requested. This may include tasks such as pulling evidence for audit support or preparing an audit working paper.
15. Other duties and responsibilities as may be assigned from time to time by the Accounts Receivable Manager.

Qualifications and Expectations

Candidates for this position must possess as a minimum, a diploma or certificate in business, accounting, or finance, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of two (2) years experience working in a public sector organization where they performed front counter and front line accounting work, or a private sector firm where they dealt with the public and accounting clients on a regular basis, used financial accounting software and databases spreadsheets on a daily basis , with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional data entry and public listening and communication skills with knowledge of the principles and practices of financial accounting, be fluent with Microsoft Office, and comfortable working in a time sensitive, fast-paced work environment, often with short timelines. This position will occasionally require work outside of normal office hours including evenings.