

THE CITY OF DAWSON

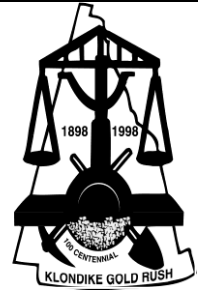
POSITION DESCRIPTION



POSITION TITLE: Finance Officer

DEPARTMENT: Administration/Finance

SUPERVISOR: Senior Finance Officer



POSITION SUMMARY

Reporting to the Senior Financial Officer, the position is responsible for preparation of union payroll, the accurate and timely processing of accounts payable and receivable, front office relief coverage, maintaining appropriate financial records and other duties as assigned by the Senior Financial Officer.

MAIN DUTIES

Provides accurate and timely processing of union payroll, accounts payable and receivable data entry, processing payments, reimbursements and recoveries, and maintains appropriate financial records/files.

KNOWLEDGE AND SKILLS

Education

- Completion of a business accounting course and/or 2 years' experience in the accounting field of similar requirements.
- Working knowledge of electronic financial systems;
- Experience providing accounts payable or receivable services in a computerized environment;
- Experience preparing payroll;
- Familiarity with financial systems and processes;
- Knowledge of general office equipment operation;
- Knowledge of City of Dawson Bylaws.

Interpersonal

- Courteous and pleasant manner in dealing with staff and visitors;
- Good communication skills, both oral and written;
- Ability to prioritise and organize work commitments and deal with pressures of day to day workload;
- Ability to maintain confidentiality;
- Ability to establish effective working relationships and to work as part of the Administration team.

General

- Organizational and time management skills;
- Ability to meet critical deadlines;
- Administration of funds based upon basic accounting principles and policies;
- Problem solving and conflict resolution skills.

RESPONSIBILITY

- Verifying invoice details, including amount calculations and attaches back-up (e.g. purchase orders, packing slips);
- Process by-weekly payroll and prepare and maintain corresponding data and backup;
- Ensuring all invoices are coded to the appropriate department expense accounts;
- Entering all payments into the Accounts Payable program for processing;
- Reconciling vendor accounts, resolves vendor account discrepancies and responds to vendor inquiries;
- Preparing invoices and entering applicable data in the Accounts Receivable program;
- Assist Senior Finance Officer with account reconciliation as required;
- Maintain mortgage information on properties and process mortgage data required at tax season, and assist Senior Finance Officer with preparation and issue of property tax notices and Grants in Lieu;
- Maintain finance filing system;
- Receiving payments, issuing receipts and recording required data on manual invoices;
- Maintaining customer files for accounts payable and receivable, files all accounts payable and receivable data, both manually and electronically;
- Ensuring familiarity with responsibilities of other administrative positions in order to provide coverage during absences or peak work periods;
- Ensuring all prepared data is crosschecked;
- Printing and preparing cheques for signing and mailing;
- Filing all necessary reports, invoices and cheque copies;
- Maintaining all accounts payable files, both manual and electronic;
- Maintaining and updating PO books;
- Performing other related duties.

DECISION MAKING

The Senior Finance Officer establishes general goals, objectives and expectations for this position. This position is responsible for ensuring completion of all administration and clerical tasks of the department as established by the Senior Finance Officer. The incumbent is responsible for managing and prioritizing day to day activities. Unusual or unique problems, of conflicts in priorities the incumbent has been unable to resolve, are referred to the Senior Finance Officer for resolution

IMPACT OF ERRORS & ACCOUNTABILITY

The consequences from the decisions made by this position may impact on the timely payment of invoices, payroll and other financial responsibilities. Inaccurate, late or missed payments can result in financial penalties and/or other increased costs to the Municipality.

SUPERVISION

N/A

WORKING CONDITIONS

The incumbent works in a normal office environment. The incumbent may experience stress due to financial obligations, payment deadlines and having to deal with irate and angry clientele.

CONDITIONS OF EMPLOYMENT

- Mandatory confidentiality is a condition of employment for all City of Dawson personnel. Failure to meet this requirement could result in dismissal.
- Willingness to take training in bookkeeping or basic accounting.

AMENDMENTS

This Job Description accurately reflects the present position. It will be reviewed on a regular basis and may be amended.