

**TOWN OF TWO HILLS**  
**Job Description**

<b>POSITION TITLE:</b>	<b>Accounts Clerk</b>
<b>REPORTS TO:</b>	CFO or Designate
<b>SUBORINATE POSITIONS:</b>	Clerical Step-student (under the authority of the CFO)

**POSITION SUMMARY:**

The Accounts Clerk position is a compilation of Accounts Receivable, Accounts Payable and Utilities functions that are contained within the Finance Department.

Accounts receivable duties include ensuring accuracy and efficiency of operations, processing and monitoring incoming payments, and securing revenue by verifying and posting receipts.

Accounts payable duties include responsibility for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner.

Utilities duties include maintenance of water and sewer accounts, including billing preparation and mail out, maintaining inventory of water meters and other supplies as required and resolving any discrepancies involving customers and their utility accounts.

**PRIMARY DUTIES:**

1. Process and balance Electronic Payments for utilities, taxes, etc. that are received by any method.
2. Collect, file and process Tax Installment Prepayment Plan (TIPP) cheques daily in accordance to cheque date.
3. Prepare and file Electronic Funds Transfer (EFT) as per procedure.
4. Prepare bills and invoices as directed ie: Public Works work orders and Fire Billing.
5. Verify discrepancies and resolve clients' billing issues.
6. Facilitate payment of invoices due by sending statements, bill reminders and contacting clients.
7. Generate financial statements and reports detailing accounts receivable status.
8. Pay vendors by monitoring discount opportunities; scheduling and preparing cheques; resolving purchase order, contract, invoice or payment discrepancies; ensuring credit is received for outstanding memos; and remitting stop-payments to CFO.
9. Reconcile and balance various payable accounts such as MasterCard Remittance, AMSC billing, UFA billing (fuel and retail), Mis-Directed Funds.

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10. Maintain petty cash funds, records all expenditures and prepare reports as required to replenish the fund, as per policy.
11. Responsible for day end balancing and bank deposit of same.
12. Prepare and distribute approved expenses for elected officials and staff.
13. Prepare utility billings for water and sewer and maintain responsibility for all aspects of the utility billings as specified in Town bylaws and policies.
14. Monitor the Alberta Land Titles website and apply the relevant changes in the Town's records.
15. Maintain accurate inventory levels of all supplies required for water billing service.
16. Maintain up to date financial records and changes as per current bylaws, policies and procedures.
17. Perform all monthly balancing of the sub ledgers for A/R and Utilities.
18. Prepare reports, letters, and other correspondence within own department.
19. Develop and create newsletters in conjunction with the CAO and Executive Secretary to be distributed through the utility bills.
20. Perform other related duties as assigned by the CFO or CAO
21. Develop, maintain and follow all departmental procedures.
22. Adhere to all bylaws and policies imposed by council.
23. In the absence of the Executive Secretary, first duty of the day is opening the office and beginning of the day procedures ie: Safe, front computer, install new back-up drives, check answering machine and fax machine.
24. Position may be combined with another job description.

**SHARED DUTIES:**

1. Collect payments for utility, taxes, licenses, and other revenue.
2. Provide reception and customer service to individuals attending the office with questions or concerns by providing basic information or referring the persons to the appropriate department.
3. Secondarily responsible for answering telephone calls, and dealing with caller(s) or referring to the appropriate person. (Primary responsibility resides with the Executive Secretary)
4. Perform system maintenance and update programs on all computer systems within the office and maintain an open line of communication with our computer technicians.
5. Provide clerical support and assistance to all departments of the Town, as may be required.

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**EDUCATION & EXPERIENCE PREFERRED:**

1. Grade 12 education.
2. Knowledge of accounts receivable, payable and utility billing tasks.
3. 2 to 4 years' experience in a financial role.
4. Excellent verbal and written communication skills.
5. Data entry skills along with a knack for numbers.
6. Hands-on experience with spreadsheets and proprietary software.
7. Proficiency in English and in MS Office.
8. Customer service orientation and negotiation skills.
9. High degree of accuracy and attention to detail.