

Finance Clerk (Advanced) Job Description

Reports to: Director of Finance

Overview:

This role is responsible for the operational and capital financial activities of the Town and Berwick Electric Commission. Specific functions include operating and capital general accounting, payroll & benefits, and property taxes.

Duties and Responsibilities:

General Accounting

- Ensure all bank accounts are reconciled monthly on a timely basis; provide to DOF and CAO for sign-off.
- Complete all bank-initiated transactions, properly record and confirm interest is appropriately allocated as may be required;
- Carry out monthly reconciliations, including all subledger reconciliations, and provide for Director's sign off;
- Determine and initiate bank transfers as required and ensure interfund balances are funded on a timely basis.
- Confirm and complete month-end closing in accounting software.
- Prepare and submit HST remittances and confirm G/L is reconciled.
- Review G/L balances for proper distribution of revenue and expenditures in accordance with current policies and the Provincial Financial Reporting and Accounting Manual (FRAM);
- Conduct internal audits and account analysis to ensure proper compliance with internal controls.
- Determine and record any other entries as required.
- Maintain accounting ledgers by verifying and posting account transactions.
- Maintain General Ledger Chart of Accounts;
- Prepare monthly financial statements and departmental reports, perform variance analyses, and review with DOF and department heads.
- Timely preparation and submission of all Provincial and Nova Scotia Utility and Review Board reporting requirements;
- Review established policies and procedures and make recommendations for changes and improvements as necessary;
- Assist with preparation of fiscal year budgets for all funds
- Preparation of year end audit;
- Ensure all account analyses and reconciliations are complete and accurate prior to commencement of year end audit timelines;

- Support the audit process with the preparation of working papers, lead sheets, financial statements and other information or reports as required by the Director.
- Assist Director of Finance with special projects as required.
- Expected to have a solid understanding of AP, AR and Utilities and provide customer service support when required.

Property Taxes

- Responsible for all property tax functions.
- Respond to inquiries promptly and professionally.
- Maintain assessment roll changes and appeals.
- Process tax certificates and ownership changes; communicating with the Finance Administration Coordinator for utility purposes.
- Process interim and final tax billings.
- Manage monthly property tax receivables, payment arrangements and maintain tax sales process.
- Reconcile accounts on a monthly basis, prepare monthly reports for Director.
- Respond to inquiries in a timely and professional manner.
- Manage the low-income tax exemptions process.

Payroll

- Process bi-weekly payroll and related functions including regular reporting requirements.
- Maintain new and current employee checklists, create new files for CAO and proper records management.
- Monitor eligibility for benefits, pension, sick time, and vacation entitlements. Ensure adjustments are inputted into appropriate systems.
- Prepare and input payroll journal entries.
- Reconcile payroll accounts on a monthly basis.
- Prepare all payroll remittances including taxes, pension, benefits, WCB and union dues.
- Prepare ROE's, T4's and T4A's.
- Group plan administrator for benefits and pensions, ensuring proper timing for eligible employees, reconciling monthly group benefit summary, assist employees with inquiries concerning group benefits and liase with group benefits and pension representatives.

QUALIFICATIONS:

Education & Experience:

Post-secondary education in Accounting;
Minimum of five years post-graduate experience;
Previous experience within a municipality an asset.

Personal:

Well-developed organizational skills and strong attention to detail.
Demonstrated ability to meet deadlines with frequent interruptions and maintain accuracy under pressure.
Communicates effectively with peers, staff, other stakeholders and the public.
Champions continuous improvement and a positive work environment.

Knowledge, Skills & Abilities:

Excellent knowledge of all finance and accounting functions;
Extensive knowledge of GAAP; experience with PSAB an asset.
Exceptional time management skills;
Ability to prioritize tasks and successfully meet deadlines.
Demonstrated ability to work independently with minimal supervision.
Positive and proactive within a team environment; willing to roll-up sleeves and help out.
Strong problem solving ability and analysis skills.
Strong understanding of full- cycle accounting, trust fund accounting experience an asset.
Excellent computer skills, specifically Microsoft Excel and accounting software, batch system preferred.
Trust fund accounting experience preferred.

Other:

Must provide current criminal record check.