

**THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS**

Posting Date:

June 1, 2016

Closing Date:

June 8, 2016

| Posting # | Position                     | Department         | Status            | Hours Per Week    |
|-----------|------------------------------|--------------------|-------------------|-------------------|
| 94/16     | Accounting Clerk 1 – Payroll | Finance Department | Regular Full-Time | 35 Hour Work Week |

- Applications are accepted only when submitted online at [www.delta.ca/internaljobs](http://www.delta.ca/internaljobs) and submitted by 4:30pm on the closing date.
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**Title** Accounting Clerk I - Payroll

**Department** Finance Department

**Job Status** Regular Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 94/16

**Nature & Scope of Work** This is varied accounting and cashing work of some complexity, and payroll work of moderate complexity. The incumbent processes accounts receivable and accounts payable transactions and prepares and processes a variety of manual and computer cheques; posts and balances a variety of items to subsidiary ledger accounts and reconciles purchase order disencumbrance postings to general ledger accounts; assists a superior in the preparation of bi-weekly payrolls for all municipal employees; reconciles a variety of tax and utility accounts and prepares adjusting journal entries as required; receives varied cash and cheque payments at counter or by mail for a variety of accounts and services; and answers enquiries regarding a variety of matters related to the work performed. The work is performed within well established policies and procedures and requires a high degree of accuracy. Employees of this class exercise some independence of judgment and action in setting daily priorities in accordance with prescribed deadlines. The more complex problems and policy matters are referred to a superior who reviews work performance in terms of accuracy, conformance to established procedures and practices, and effectiveness in dealing with the public.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of modern office methods, practices and procedures used in receiving, recording and balancing remittances and of cash register operation.
- Considerable knowledge of the methods, practices and principles applicable to the preparation, calculation and completion of payrolls, and of data processing procedures as they relate to the work performed.
- Sound knowledge of rules, regulations and procedures applicable to Municipal accounting operations and methods used in accounts payable and accounts receivable transactions.
- Sound knowledge of Departmental accounts, the municipal property system and applicable municipal, provincial and federal requirements related to taxes, grants and penalties, and payroll.
- Working knowledge of double entry bookkeeping methods and procedures.
- Ability to process a variety of accounts receivable and accounts payable transactions, to post and balance a variety of items to subsidiary ledger accounts, and to prepare a variety of journal entries and assign accounting codes as required.
- Ability to assist a superior in the preparation of bi-weekly payrolls for all municipal employees, to ensure that employee deductions and fringe benefit calculations are in accordance with applicable collective agreements, and to edit computer output and adjust for errors.
- Ability to reconcile a variety of tax and utility accounts, to extend and verify tax and utility bills, and to prepare journal entries for tax and utility adjustments, as required.
- Ability to receive varied cash and cheque payments at counter or by mail for a variety of accounts and services and to balance and record cash transactions.
- Ability to answer enquiries regarding a variety of payroll matters, accounts receivables and payables, property tax matters, charges, services, fees, billings and other related matters.
- Ability to prepare and maintain a variety of records and files related to the work performed.
- Skill in the operation of a cash register, computer terminal and other common office equipment.

**Desirable Training & Experience** Completion of the 12th school grade supplemented by a minimum of second year level accounting courses leading to a recognized accounting program. A minimum of two (2) years of recent accounting experience in positions of increasing complexity and responsibility is required or an


equivalent combination of training and accounting experience.

**Safety Requirements** Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

**Compensation, Salary and Benefits** Pay Grade 17 \$25.61, 26.63, 27.75, 28.90, 30.09 per hour (2015 rates).

**Posting Date** 6/1/2016

**Posting Closing Date** 6/8/2016

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