

**THE TOWN OF PARRY SOUND
POSITION DESCRIPTION – May 2010**

POSITION TITLE:

Accounts Payable Clerk

REPORTING RELATIONSHIP:

Reports to and works under the direction of the Director of Finance, Administration and POA Court Services.

PURPOSE OF THE POSITION:

To provide bookkeeping services related to the accounts payable function and in support of the day-to-day operation of the Corporation and its services to the public.

SCOPE OF THE POSITION:

Works in accordance with good bookkeeping, administrative, and clerical practices, relevant legislation and within systems, policies and procedures that are established for the Corporation's administrative operations.

RESPONSIBILITIES:

- * processes and records accounts payable transactions, ensuring that transactions are correctly coded and approved, including processing manual cheques;**
- * issues purchase orders, verifies accounts, ensures that purchasing procedures are in accordance with the Corporation's policies, procedures and by-laws and files accounts payable documents;**
- * Answers enquiries, directly and by telephone, and provides factual information to the public relating to accounts payable;**
- * prepares, through a computer software program, summaries , reports and lists accounts payable for Council, Directors, support staff and public;**
- * performs as alternate back-up personnel to the Receptionist/Cashier for receptionist and cashier functions;**
- * provides bookkeeping services in support of the management and accounting of the Corporation;**
- * performs such other related duties within the general parameters of this job description, as may reasonably be requested by the Director of Finance,**

Administration and POA Court services, which may be amended from time to time.

WORKING RELATIONSHIPS:

- 1. With the Director of Finance, Administration and POA Court Services**
Receives direction, guidance and encouragement; discusses plans and priorities.
- 2. With Other Staff.**
Provides bookkeeping services in a spirit of co-operation and teamwork.
- 3. With External Contacts.**
Serves the public at the counter and by telephone; provides factual information in a cheerful and positive manner.

WORKING CONDITIONS:

Work is in full view of the public; with frequent public contact; and, is subject to deadlines and interruptions.

KNOWLEDGE AND SKILL:

Completion of at least one year post secondary training in bookkeeping or accounting.

Good knowledge, training and experience in municipal accounting procedures, especially accounts payable procedures.

Good organizational skills, initiative and ability to perform tasks without close supervision.

Good knowledge of applicable financial computer applications.

Basic knowledge of the legislation, policies and programs that affect municipal government.

Ability to perform data entry accurately and quickly .

Ability to work within the pressure of deadlines, attentive to both accuracy and detail.

Excellent interpersonal skills, including an appreciation of the need for tact, confidentiality, and a positive, cheerful and informed approach with the public.

Thorough and current knowledge of the Town of Parry Sound and the services of the Corporation.

Must be bondable.

IMPACT OF ERRORS:

Errors could result in confusion, duplication of effort, financial loss to the Corporation, and misinformation being given to the Director of Finance, Administration & POA Court Services.

CONTROL:

Generally supervised, including direct supervision on non-routine or special assignment by the Director of Finance, Administration & POA Court Services.