



FINANCE

EMPLOYMENT OPPORTUNITY

Accounts Payable/Payroll Clerk

The Town of Hay River is accepting applications for the position of Accounts Payable/Payroll Clerk on a permanent full-time basis.

Duties Include but not limited to:

- Performing the day to day processing of financial transactions for accounts payable, payroll and bookkeeping duties within specific time frames
- Maintaining vendor and forms database
- Assisting the Director of Finance and Administration by maintaining the general ledger chart of accounts
- Preparing monthly reports and reconciliations of accounts payable subledgers to the general ledger and accrual and clearing accounts
- Assist the Director of Finance and Administration with preparation and distribution of monthly variance reports for the departments
- Assist the Director OF Finance and Administration with preparation of the annual budget
- Prepare, process and reconcile biweekly payroll for the employees along with monthly remuneration for the firefighters and Council
- Prepare, reconcile and monitor employee salary increments, payroll changes & vacation increase to be forwarded to the department heads for approval.
- Oversee the annual payroll processes including preparation of T4's and balancing banked time accruals

Desired Qualifications:

The Accounts Payable/Payroll Clerk would normally attain the required knowledge, skills and attitudes through completion of 3 years bookkeeping and accounting studies combined with a minimum of 5 years directly related financial and administrative experience. Equivalencies will be considered.

Compensation:

- The Town of Hay River offers a comprehensive salary and benefits package. Salary range will be from Step 1: \$32.18 through Step 7: \$42.47

Successful applicants will require Criminal Records Check

Applicants must include a detailed resume and cover letter, which can be submitted in person or through email.

Attention:
Town of Hay River
humanresources@hayriver.com

100 – 62 Woodland Drive
Hay River, NT X0E1G1
Fax: 867-874-3237
www.hayriver.com

Closing Date is Tuesday, February 19, 2019 at 5:00 p.m.
Only applicants selected for an interview will be contacted.



TOWN OF HAY RIVER – POSITION DESCRIPTION

IDENTIFICATION

Position Title	
Payroll/Payable Clerk	
Position Number	Reports to
	Director of Finance & Administration

PURPOSE

The Payroll/Payable Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations for the Town.

SCOPE

The position of Payroll/Payable Clerk reports to the Assistant Director of Finance & Administration, and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures, conducting financial reconciliations and preparing and monitoring the payroll system.

Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, that staff are paid in a timely and appropriate manner and that vendors and suppliers are paid within established parameters and time limits.

RESPONSIBILITIES

1. Perform the day to day processing of financial transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner. Process accounts payable, payroll and undertake bookkeeping duties within specific time frames. This includes but is not limited to:
 - Receive and verify invoices and requisitions for goods and services, ensuring that transactions comply with financial policies and procedures
 - Prepare and data enter daily invoices batches for payment and process backup reports after data entry for review
 - Manage the bi-weekly vendor and employee payments process
2. Maintain vendor and forms database by entering new vendors as approved by the Director of Finance and Administration and making changes in a timely fashion to ensure accurate recording and distribution of payments.

3. Assist the Director of Finance and Administration by maintaining the general ledger chart of accounts by updating the accounts with approved inclusions.
4. Prepare monthly reports and reconciliations of accounts payable subledgers to the general ledger and accrual and clearing accounts, this will include monthly reconciliation to vendors statements where applicable.
5. Assist the Director of Finance with preparation and distribution of monthly variance reports for the departments.
6. Assist the Director of Finance with preparation of the annual budget for importation into the accounting system.
7. Prepare, process and reconcile the bi-weekly payroll for the employees, and monthly remuneration for the firefighters and Council to ensure timely payment by;
 - Process TD1 forms and verify pay amounts, hours of work, deductions, coding and obtain signatures on approval for positions
 - Prepare biweekly payroll batches for data entry along with source deductions and payroll tax remittances, PSAC union dues, NEBS benefits, RRSP savings remittances.
 - Setup EFT payroll transfer files for approval and disbursement through the chartered bank
 - Prepare and submit ROE's for employees leaving the Town
8. Prepare, reconcile and monitor employee salary increments, payroll changes & vacation increases & forward to department heads for approval.
9. Oversee the annual payroll processes by;
 - Preparing and filing annual T4's,
 - Prepare and balance bank time & vacation time accrual reports.
 - Prepare the annual accrual for wages for the final pay period at year end
10. Perform other related duties as required.

COMPETENCIES

Competencies are the attitudes, attributes, behaviours or other personal characteristics that are needed in order to perform a job well. Competencies are intended to complement the credentials, education and technical proficiency that an individual typically brings to a position. The Town will support staff in enhancing their competencies and learning to apply competencies to their daily work.

The following core competencies are expected of all employees of the Town.

Organizational awareness – understands big picture of issues facing the Town and community; aware of community events and occurrences; values the place of the Town within the community, understands the connection between his/her role and the vision and mission of the Town.

Customer Service – balances the interests of clients; re-adjusts priorities to respond to pressing and changing client needs. Anticipates and meets the needs of clients; achieves quality end products; committed to continuous improvement of services; ambassador for the Town to customers and clients.

Manage Resources Wisely –recognizes the value of resources - whether they are financial, human, information, material, assets, etc. – and strives to use these prudently and sustainably, in the best interests of the Town.

Interpersonal skills – considers and responds appropriately to the needs, feelings and capabilities of different people in different situations; tactful, compassionate and sensitive; treats others with respect.

Oral Communication – makes clear and convincing points to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Written Communication – expresses facts and ideas in writing in a clear and organized manner

Problem Solving – identifies and analyzes problems; distinguishes between relevant and irrelevant information to make informed decisions; provides solutions to individual and organizational problems.

Continual Learning - grasps new information; recognizes own strengths and weaknesses; pursues self-development, seeks feedback from others and welcomes opportunities to learn new things.

Flexibility – open to change and new information; adapts behavior and work methods in response to new information; adjusts to new situations warranting attention and resolution.

Sound Decision-making – exercises good judgment in making decisions; seeks all the information to make informed decisions; perceives the impact and implication of decisions, even when data is limited or solutions produce unpleasant consequences.

KNOWLEDGE and SKILLS

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

- knowledge of office administration and bookkeeping procedures
- knowledge of accounts payable, accounts receivable and maintaining general ledgers
- knowledge of payroll functions and procedures
- knowledge of municipal lands administration
- computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs, and e-mail at a highly proficient level
- ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- confidentiality concerning financial and employee files
- Excellent customer service/interpersonal skills

- Troubleshooting and problem solving skills
- Effective verbal and listening skills
- Time management skills

QUALIFICATIONS

The Finance Clerk would normally attain the required knowledge, skills and attitudes through completion of a minimum of 3 years bookkeeping and accounting studies combined with a minimum of 5 years directly related financial and administrative experience.

WORKING CONDITIONS

Physical Demands

The Finance Clerk will have to spend time sitting and using office equipment and computers, which can cause muscle strain. The Finance Clerk may also have to do some light lifting from time to time.

Environmental Conditions

The Finance Clerk may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of colleagues, residents, clients and contractors.

Sensory Demands

The incumbent must spend time in intense concentration, and working on computers entering information which requires attention to detail and high levels of accuracy

Mental Demands

There are a number of deadlines associated with this position which may cause stress. The incumbent must also deal with a wide variety of people on diverse issues.

ADDITIONAL REQUIREMENTS

Position Security (✓ check one)

- No criminal records check required
- Position of Trust – criminal records check required**
- Highly sensitive position – requires verification of identity and a criminal records check

CERTIFICATION

Position Title: Finance Clerk

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
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“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.”