

CITY OF PARKSVILLE - JOB CLASSIFICATION DESCRIPTION

ACCOUNTING CLERK I

DATE REVISED: April 2022

Job Summary:

Reporting to the Manager of Finance, this position provides front counter customer service and performs a variety of general reception and cashier duties of moderate complexity.

Primary Duties and Responsibilities:

- Acts as the primary telephone and front counter receptionist providing information for routine property tax, utility, bus pass, dog licence, and other general enquiries.
- Performs the duties of the primary cashier including the receipt and processing of all payments, daily cash balancing and preparation of bank deposits.
- Prepares general correspondence under the direction of others.
- Performs filing and other administrative office functions for department.
- Monitors and orders office supplies and equipment for department.
- Provides clerical, data entry assistance and general support to Payroll Clerk, provides general assistance to Taxation and Utilities Clerk relating to property taxation and utility billing processes.
- Responsible for mail processes, and pick-up and delivery of bank items.
- Performs other related duties and functions as assigned.

Necessary Qualifications:

Knowledge:

- Basic knowledge of accounting, cash balancing, property taxation, property assessments in a municipal context, utility billing, and basic payroll data entry.
- Basic knowledge of office and administrative practices, procedures and standards.

Ability to:

- Work effectively while dealing with constant minor interruptions.
- Excellent interpersonal, problem solving and conflict resolution skills.
- Receive and follow work direction with limited supervision.
- Maintain a high level of accuracy while performing tasks.
- Communicate effectively, both verbally and in writing.
- Maintain accurate records; record and prepare routine correspondence.
- Establish and maintain effective working relationships.
- Deal effectively and diplomatically with the public, co-workers, and outside agencies.
- Competent ability in Microsoft Excel and Microsoft Word

Required Qualifications:

- Completion of Grade 12
- One (1) year successful completion post-secondary accounting, business or office management program
- Possession of a valid Class 5 BC Drivers Licence and good driving record.
- Minimum of one (1) year experience in finance or accounting department, preferably in a local government setting.

OR an equivalent combination of training and experience.

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.