

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Job Description

Job Title: Accounting Clerk I

Date Prepared: January 27, 2020

Department: Finance

Reports to: Chief Financial Officer

OVERVIEW:

- Works independently to manage Accounts Payable for the Regional District
- Prepares and covers payroll duties when the Accounting Clerk II is unavailable
- Assist with day-to-day financial matters of the Regional District, including accounts receivable, invoicing, bank deposits, receipts, petty cash disbursements, and as needed payroll and benefits administration
- Assist with year-end preparation for the annual audit
- Assist the Chief Financial Officer in fulfilling the statutory duties and powers of Chief Financial Officer prescribed by the Local Government Act
- Other duties that may arise from time to time

DUTIES AND RESPONSIBILITIES:

1. Works independently to manage the Accounts Payable program for the Regional District
 - a. Codes all invoices to the proper accounts
 - b. Ensures proper approval for all invoice payments, contract payments and other disbursements and records payments in the accounting system
 - c. Arranges for EFT or cheque payments
 - d. Reconciles all payments monthly
2. Payroll Administration (when the Accounting Clerk II is unavailable)
 - a. Process administration office payrolls
 - b. Process field staff payrolls
 - c. Process monthly Directors' remuneration
 - d. Manage government compliance matters including CPP, EI and Income Tax
 - e. Manage WorkSafe BC account (quarterly reporting, premium payments, incident reporting, etc.)
 - f. Manage the Employer Health Tax account (quarterly remittances, annual reporting)
 - g. Manage the Regional District's employee investment program
 - h. Manage any other payroll-related matters

3. Miscellaneous

- a. Assist Administration staff with front reception desk coverage as needed
- b. Provides senior level support to the Chief Financial Officer
- c. Other duties as assigned

SKILLS, EDUCATION AND OTHER QUALIFICATIONS

Required Education and Experience:

- A Diploma in a related discipline such as Business or Accounting
- A minimum of 2 years of recent relevant financial experience
- Demonstrated current competency through recent professional development
- Knowledge of current accounting standards
- A combination of education and experience may be considered

Qualifications that will be considered an asset:

- Experience with Adagio, Paydirt and Questica
- Canadian Payroll Association Payroll Compliance Practitioner Certification

Required Skills and Abilities:

- Advanced level of spreadsheet and word processing
- Strong technical accounting and analytical and data entry skills
- Strong communication and interpersonal skills and the ability to demonstrate confidentiality
- Demonstrated problem solving skills and superior attention to detail and accuracy
- Ability to prioritize multiple tasks with sensitivity for deadlines
- The ability to type at least 40 words per minute.
- A valid BC Driver's License
- Ability to be innovative, to take initiative and to work well alone and in a team environment

A criminal record check may be required before an employment offer is confirmed.