



Village of Point Edward Position Description

Title: Junior Accounting Clerk

Department: Municipal Office

Reports to: CAO

Salary Band: 5

Job Summary

The Junior Accounting Clerk also serves as the primary point of contact for financial inquiries from residents, vendors, and other stakeholders, ensuring a welcoming and professional environment. The Junior Accounting Clerk is responsible for providing financial and administrative support at the Village of Point Edward to ensure efficient operations of the Municipal Office. This role includes processing invoices and payments, managing property tax records, and maintaining accurate financial documentation.

Responsibilities

Accounts Payable/Receivable

- Process invoices from vendors and contractors, ensuring correct account coding and adherence to approval workflows.
- Schedule and process payments, including issuing cheques or electronic funds transfers (EFTs), while ensuring all payments are authorized and within budget guidelines.
- Reconcile accounts payable ledgers with the general ledger to ensure accurate financial records.
- Maintain organized records of invoices, payments, and related financial documents.
- Communicate with vendors to resolve invoice discrepancies and provide updates on payment status.
- Track overdue accounts and place collection calls when necessary.
- Receive payments for Municipal Services including parking tickets and dog licences.

Tax Billing and Property Records

- Verify and update property information, including Pre-Authorized Payment (PAP) forms, ownership, and contact details.
- Receive and process property tax payments through various methods (in-person, by mail, online), issuing receipts as required.
- Print and distribute outstanding tax statements and prepare tax account balances upon request.
- Prepare receipts for payment and maintain accurate filing systems for property tax records and related documentation.

Financial Operations Support

- Prepare bank deposits and maintain records of daily cash floats.
- Apply interest to overdue accounts and issue customer statements.
- Ensure adherence to internal controls and regulatory requirements.

Reception and Administrative Support

- Provide excellent customer service through phone and front desk reception, creating a welcoming environment for residents and stakeholders.
- Receive payments for municipal services, including water, parking tickets, dog licenses, and taxes.
- Provide general administrative support, including data entry, document preparation, and managing mail distribution.
- Support the Environmental Services Department by entering testing results into spreadsheets and generating reports.



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- Create work orders for services, such as water meter readings, and file completed work orders.

Qualifications

- College Diploma in Accounting, Finance, Office Administration, or a related field.
- 1+ years of experience in an accounting or administrative support role.
- Proficiency in accounting software and Microsoft Excel.
- Strong attention to detail, organizational skills, and ability to manage multiple priorities.
- Excellent customer service and communication skills, maintaining professionalism and confidentiality.
- Valid Ontario driver's license.

Physical/Sensory Demands

Low physical demands: routine office tasks such as walking, sitting, light lifting, and intermittent keyboard use.

Moderate sensory demands: data entry, reception duties, and managing financial transactions.

Working Conditions

Based at the municipal office, with over 80% of time spent in an office setting.

Occasional exposure to upset individuals during financial or tax-related discussions.